

## POSITION PROFILE

1. Identification	
<b>Position Title:</b>	Intern NTEAM, Nutrition International
<b>Reports to/Position Title:</b>	Senior Director, NTEAM
<b>Date prepared:</b>	January 31, 2020
<b>Start date:</b>	May 2020

2. Overall Purpose/Broad Function:
<p>Nutrition International's <i>Nutrition Technical Assistance Mechanism</i> (NTEAM) advances the use of knowledge for capacity building for nutrition. NTEAM provides TA consultancy services to countries and global institutions, and creates, mobilizes and disseminates knowledge products to support NI's nutrition mandate. Technical assistance and development of knowledge products are integrated to ensure relevancy and technical rigour.</p> <p>The Intern is meant to support the research, client engagement, technical assistance and advocacy and communications efforts of the NTEAM unit within Nutrition International's Strategy and Growth division. The intern will help build strong complementary skills and assets to NI's deep expertise in nutrition science research, advocacy and delivery of technical assistance. Reporting to the Senior Director, NTEAM, the Intern will support the team's internal and external research and technical support for understanding global nutrition landscapes, proposal writing, and communications of NTEAM's value proposition to supporting improvements to the global nutrition landscape. The position will work within a dynamic team of staff on multiple projects.</p> <p>The ideal candidate has a master degree in Public Health in Nutrition or/ or International Development, and has an understanding of and experience in global nutrition. Knowledge of Nutrition International, its programming, and its technical expertise would be considered an asset. Further, the chosen candidate will have research experience, exceptional writing and organizational skills, and passionately believes that sharing nutrition knowledge is a meaningful approach to addressing global health challenges.</p>

3. Key Duties and Responsibilities:
<p>3.1 <b>Research and Analytics:</b> The Intern will provide analytic and research support for: a) nutrition situation in specific countries and contexts, and role and activities of global actors and institutions for nutrition interventions, policies, packages or plans; b) Research and data analysis on other areas related to the nutrition including determinants, behaviours, trends, implementation, or innovations.</p> <p>3.2 <b>Relationship Building:</b> The Intern will support the Senior Director, NTEAM in relationship building with key NGO, government and institutional partners at the global and country level, which include scoping and development of NTEAM projects. The individual will participate in internal and external meetings with NI staff and leaders as well as external partners including government officials, NGOs, or academics and consultants.</p> <p>3.3 <b>Communications:</b> The Intern will support advocacy and communication efforts and help advance awareness of NI's provision of technical expertise.</p> <p>3.4 <b>Knowledge translation:</b> The Intern will also support NTEAM knowledge translation mandate by contributing to knowledge products.</p> <p>3.5 <b>Project management:</b> The Intern will have to manage components of research, and proposals in coordination with the Senior Director.</p> <p style="text-align: center;"><b>Other duties and responsibilities may be required.</b></p>

4. Supervisory Responsibilities:
There are no direct supervision responsibilities

## 5. Education/Professional Designations/Experience:

- Graduate student or recent graduate (Masters or PhD) public health, global health, or nutrition.
- Some working experience of planning/designing, preparing proposals for, managing and conducting analytical or research work on global health, nutrition, development programs in developing countries considered an asset;
- Experience of work on international development programming in one or more developing countries; experience working in or with a focus on development in Sub Saharan Africa and/or Asia preferred;
- Demonstrated knowledge of the international development sector and its main actors, and of key issues in development. Knowledge of and experience in public health and/or nutrition in particular will be a major asset.

## 6. Language Skills

- Fluency in English.
- Knowledge of other languages would be an asset

## 7. Travel Requirements

The position does not require travel. If an opportunity to travel on the project arises, a short-term trip to Africa or Asia (<2 weeks) may be requested.

## 8. Other Specific Skill Requirements:

- Highly organized and motivated self-starter
- Proven ability to work effectively cross culturally and with team members remotely
- Excellent interpersonal and team building skills
- Strong ability to prioritize work load and objectives
- Innovative and creative thinker and planner
- High-level logical, analytical and planning skills
- Skilled user of Microsoft Office products

## 9. Details

This is a paid internship for 4-6 months for graduate students or recent graduates, who are eligible to work in Canada, located in Ottawa, Ontario, Canada. Please submit your application containing a 1-page letter, your CV and the names of two references to [intern@nutritionintl.org](mailto:intern@nutritionintl.org) by February 28, 2020.

For more information on Nutrition International, please see <https://www.nutritionintl.org/>

**This job description can and will be amended as required from time to time.**