

<b>Position and vacancies</b>	Coordinators/ Associates – 4 vacancies
<b>Location</b>	New-Delhi with some travel to the project States
<b>Reporting to</b>	Deputy Lead, FFRC
<b>Apply to</b>	The eligible candidates interested in the position are requested to share their detailed CV, and strengths to <a href="mailto:fortification@fssai.gov.in">fortification@fssai.gov.in</a>
<b>About FFRC</b>	The <b>Food Fortification Resource Centre (FFRC)</b> is a Resource and Support Centre to promote large-scale fortification of food across India. It is a resource hub which provides end to end technical support like information and inputs on standards and food safety, technology and processes, premix and equipment procurement and manufacture, quality assurance and quality control for fortification of foods to States/UTs/Stakeholders/Industry. FFRC's approach is to motivate, nudge and facilitate the food industry to adopt Food Fortification as a norm and assist the States in the on-ground implementation of the fortification project. For more details, please visit <a href="https://ffrc.fssai.gov.in/">https://ffrc.fssai.gov.in/</a>
<b>Job Description</b>	<p><b><u>Position Summary</u></b></p> <p>FFRC is looking for team members with good communication (written and verbal) and teamwork skills, an interest in public policy, food, nutrition, large scale program implementation and those who can work productively in a dynamic / fluid environment. The coordinators should be able to work under pressure and short deadlines as required. Amongst other roles, we are specifically looking for communication &amp; technical related skills – developing a communication strategy, content writing, developing creatives and marketing collateral, driving social media.</p> <p><b><u>Key Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>▪ Lead the project assigned at different stages of the project cycle including planning, execution, monitoring and evaluation.</li> <li>▪ Provide high quality technical input to the project at all levels of implementation.</li> <li>▪ Scan and collate knowledge, research and other developments related to the project in the external environment, internal inputs by key stakeholders for organizational clarity and understanding.</li> <li>▪ Provide technically sound content for key Policy engagements, meetings with State and national level with other stakeholders on regular basis.</li> <li>▪ Lead on Identification of capacity gaps and facilitate in building the capacity on nutrition of state and national level stakeholders</li> <li>▪ Provide inputs to develop resource and communication material for different projects assigned to them.</li> <li>▪ Support in improving project delivery by providing quality assurance and keeping to the international standards of nutrition programming.</li> </ul>

<b>Qualification &amp; Experience</b>	<p><b><u>Qualification</u></b></p> <ul style="list-style-type: none"> <li>▪ Master’s degree in Nutrition/Food Technology/Biotechnology/Dairy Technology/Public Health/Public Policy.</li> <li>▪ Relevant experience of 2 -7 years</li> <li>▪ Fluent in spoken and written English. Any other regional language is an asset.</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>▪ Understanding of the government programmes and initiatives</li> <li>▪ Strong advocacy and networking skills to manage and engage with multiple stakeholders</li> <li>▪ Knowledge of IT and statistical tools</li> <li>▪ Marketing and Program Planning skills</li> <li>▪ Excellent communication and interpersonal skills</li> </ul>
Contract Period	1 year – renewable based on project requirements.
Compensation	Compensation package will be commensurate with qualification & experience and last salary drawn (if any)
<p>FFRC is committed to using fair, objective and positive employment practices to promote equal opportunities and diversity in employment, ensuring that all employees including potential employees are treated fairly, consistently and with respect, before, during and after, their employment. We seek to create an environment that is representative of, and responsive to, different groups.</p>	