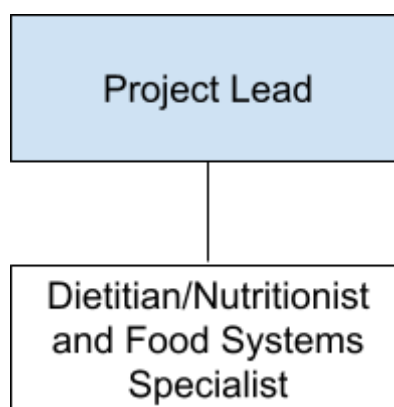


JOB DESCRIPTION	
Position	: Dietitian and Food Systems Policy Specialist FP
Department	: Food Policy
Employee Type	: Contract
Creation Date	: September 2024

I. SUMMARY OF ROLE

Under the supervision of the Project Lead, the Dietitian/Nutritionist and Food Systems Specialist will assist the team in providing information and best practice evidence on nutrition-related issues. The goal of this position is to inform and influence food policy frameworks. The scope of work will encompass fields related to nutrition, public health, and food policy, with a particular focus on the Nutrition Profile Model (NPM) in the Indonesian context and the regulation of high sugar, salt, and fat (HSSF) intake. The successful candidate will collaborate with stakeholders, including policymakers, advocacy groups, civil society organizations, and industry leaders, to promote equitable, sustainable, and healthy food systems.

II. ORGANIZATION CHART



III. JOB DESCRIPTIONS

Responsibility	Activity	Output/Measurement
1. Policy and Advocacy	<ul style="list-style-type: none"> assist in developing and refining national nutrition policies, particularly regarding NPM, FOPL and SSBs Assist in developing and reviewing regulatory frameworks related to FOPL, NPM, marketing restrictions, SSB tax, etc Alongside the Advocacy Officer, assist in identifying 	<ul style="list-style-type: none"> Stakeholders mapping Stakeholders meeting

	and mapping key stakeholders, including policymakers and coalition members to advocate for the adoption of the best FOPL and other relevant food policy issues.	
2. Research and evidence generation	<ul style="list-style-type: none"> ● Conduct comprehensive research and analysis of policies to gather and present the latest scientific evidence and best practices in nutrition to inform policy recommendations, particularly related to NPM and implementation of Front-of-Pack-Labeling (FOPL). ● Assist in drafting policy proposals, and other documents as need arise. ● Draft evidence-based recommendations for policy improvements related to nutrition. ● Provide support to the Advocacy Officer in drafting and editing policy briefs, reports and advocacy materials. ● Provide administrative support to the Advocacy Officer, as needed. 	<ul style="list-style-type: none"> ● Policy brief
3. Support the advocacy strategy and engagement plan	<ul style="list-style-type: none"> ● Alongside the Advocacy Officer develop and implement an advocacy strategy to promote the adoption of evidence-based NPM in Indonesia ● Regularly update the political mapping documents to engage the targeted stakeholder 	<ul style="list-style-type: none"> ● Political mapping documents ● Stakeholders meeting

4. Coalition building and networking	<ul style="list-style-type: none"> Actively engage with relevant organizations, including NGOs, policymakers, and the general public, to form coalitions and alliances that support FOPL and other relevant food policies. Foster collaboration and coordination among coalition members to amplify the advocacy efforts. 	<ul style="list-style-type: none"> Coalition activities Public activities
--------------------------------------	---	---

IV. WORKING RELATIONS

Internal	<ul style="list-style-type: none"> Food Policy Project and Communications Division – daily coordination, advocacy strategy and public engagement, issue reporting and update Knowledge & Learning – organizational learning, performance management, and capacity building Administration and Finance – financial reports and request, technicality on project’s administrative tasks Human Capital – organizational learning and performance management
External	<ul style="list-style-type: none"> Partner or donor organizations - evaluation of output products, coordination/communication, and reporting

V. QUALIFICATIONS

A. Minimum Qualifications

- Bachelor's degree (or higher) in Human Nutrition, Food Science, Public Health and preferably certification in dietetics, with strong interest in health policy
- Strong research and analytical skills
- High level of understanding of policy-making process and legislative environment
- At least 2 years of experience working in the fields of nutrition, dietetics, food systems, ideally with experience in policy advocacy
- Strong knowledge of Nutrition science, expertise in dietary guidelines, nutrient analysis, food labeling, and NPMs
- Excellent written and verbal communication skills
- Ability to work independently and collaboratively in a team environment
- Strong organizational skills, high attention to details with a problem solving attitude and ability to work with a dynamic team
- Experience in writing concept notes and policy brief

B. Competencies

- Highly Interested in food and nutrition related issues
- Ability to analyze and make decisions in a dynamic environment and anticipate future needs

- Capable of working independently with minimal supervision
- Excellent writing, oral communication, interpersonal skills, problem solving skills and formal presentation skills in both Indonesian and English