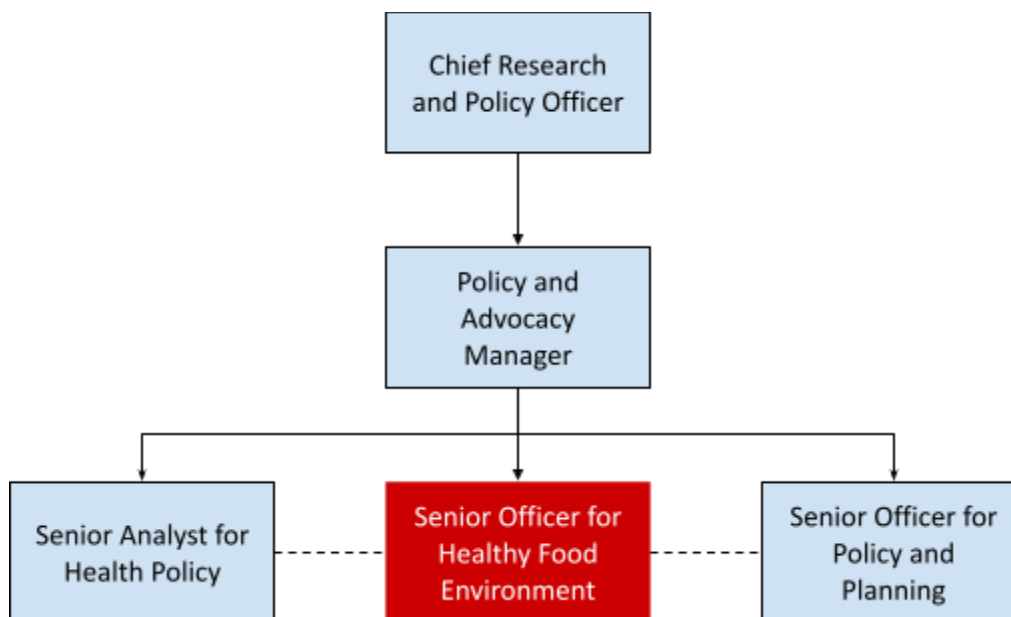


SCOPE OF WORK		
Position	: Senior Officer for Healthy Food Environment	
Department	: Policy and Advocacy	
Employee Type	: Full-time position, Contract (6 months)	Revision Date :

I. SUMMARY OF ROLE

The Senior Officer for a Healthy Food Environment will support the Technical Lead in advocacy for and technical design of healthy food standards for state-owned facilities, specifically targeting government office canteens, public schools, and government hospitals. The Senior Officer will move beyond clinical nutrition to address systemic changes, formulating robust nutrition standards, designing implementation roadmaps, and establishing monitoring mechanisms to ensure these institutions become models of healthy food environment and Non-Communicable Disease (NCD) prevention.

II. ORGANIZATION CHART



III. Job Description

Key Responsibilities	Activities	Deliverables/Outputs
Evidence Generation and Situation Analysis	<ul style="list-style-type: none"> Conduct a simple baseline assessment of the current food environment in selected government canteens (offices, schools, hospitals) in Jakarta. Consolidate and analyze data from stakeholders regarding current procurement practices, menu composition, and consumer behavior. 	<ul style="list-style-type: none"> Baseline Assessment Report: Detailed analysis of current gaps in nutrition standards and implementation. Evidence Brief: A concise document summarizing data and best practices to support policy advocacy. Stakeholder Map and Data Analysis: Data of current canteen operators and supply chain overview.
Development of Nutrition Standards & Policy Framework	<ul style="list-style-type: none"> Support the team to draft the "Healthy Canteen Standards" technical guidelines, including nutrient profiling (limits on sugar, salt, fat), portion sizing, and healthy cooking methods. Develop specific implementation guidelines tailored for different settings (e.g., distinct standards for school children, hospital staff, and office workers). 	<ul style="list-style-type: none"> Draft Nutrition Standards Document: Comprehensive technical manual for healthy canteen in Jakarta. Policy Draft (Pergub and Surat Edaran): Ready-to-review legal draft for local government adoption. Menu and Recipe Guide: Sample cycle menus meeting the new standards.
Program Design	<ul style="list-style-type: none"> Support the team to design the operational workflow for the "Healthy Canteen" model, including procurement recommendations for healthier ingredients. Support the team to develop training modules and IEC (Information, Education, and Communication) materials for 	<ul style="list-style-type: none"> Healthy Canteen Implementation Guidebook: Step-by-step SOPs for canteen operators. Draft of Training Modules and IEC Materials M&E Framework Document: Logic model and indicators.

Key Responsibilities	Activities	Deliverables/Outputs
	canteen operators and food handlers. <ul style="list-style-type: none"> Support the team to define the reporting mechanism for government supervisors to ensure sustainability. 	
Administration and Reporting	<ul style="list-style-type: none"> Maintain project documentation, meeting notes, and versions of technical drafts. Support logistics preparation for workshops, stakeholder meetings, and field visits. 	<ul style="list-style-type: none"> Progress Report Updated Document Repository

IV. Coordination

Internal	<ul style="list-style-type: none"> Policy and Advocacy team Media Relations team Digital Communication team Government Relations team Partnership team Finance and Administration team
External	<ul style="list-style-type: none"> Jakarta Regional Government (Dinkes, Disdik, Bappeda, Setda) Professional organizations External experts

V. Qualifications

A. Minimum Qualifications

- Bachelor's degree in Nutrition with a minimum of 3 years' professional experience in public health nutrition (emphasis on NCD prevention, food systems, or policy advocacy); or Master's degree in Nutrition (preferred) with a minimum of 2 years' relevant professional experience.
- Registered Dietitian (RD)/Registered Nutritionist (RDN) credentials are encouraged and will be considered a strong advantage.
- Experience working in adolescent nutrition programs (e.g., school-based nutrition, adolescent health initiatives) is an advantage.
- Proven experience in working with government counterparts (MoH, DHO, Puskesmas, etc.) and influencing public sector guidelines.

B. Competencies

- a. Ability to translate complex nutritional science into actionable policy language and operational standards.
- b. Deep understanding of nutrient profiling, food composition, and food safety standards in mass catering settings.
- c. Excellent ability to advocate, negotiate, and present data to non-technical policymakers.
- d. Proficiency in qualitative and quantitative data analysis to generate evidence-based recommendations.
- e. Professional proficiency in English (written and spoken) is preferred for reporting to international partners.