



**Job Title:** Global Nutrition Cluster Operations Team Monitoring and Reporting Support Volunteer  
**Organization:** Action Against Hunger Canada / Action contre la Faim Canada  
**Report To:** Global Nutrition Cluster Operations Team Coordinator, Programmes  
**Location:** Canada (Remote)  
**Job Type:** Volunteer, 3-month contract with a possibility of extension.  
**Start Date:** August 2025  
**Work Hours:** Minimum 7.5 hours per week.

### **ABOUT ACTION AGAINST HUNGER**

Founded in 1979, Action Against Hunger is a global humanitarian organization that takes decisive action against the causes and effects of hunger. Our mission is to save the lives of severely malnourished children while helping communities become self-sufficient. Recognized as a world leader in the fight against malnutrition, Action Against Hunger has pursued its vision of a world without hunger for almost four decades, combating hunger in emergency situations of conflict, natural disasters, and chronic food insecurity. With more than 8,000 staff in nearly 50 countries, our programs in nutrition, food security, livelihoods, water, sanitation, and hygiene, reach more than 20 million people each year.

### **ABOUT ACTION AGAINST HUNGER CANADA**

With an annual Budget of \$46million and a staff strength of nearly 40 people, Action Against Hunger Canada (est. in 2006) works tirelessly in the fight against hunger globally through our specialized nutrition technical programs that build the knowledge and skills of nutrition and public health professionals worldwide for the detection, treatment and prevention of malnutrition. We are a leading recipient of funding from Global Affairs Canada (GAC) and advocate for changes to policy and practice in support of better nutrition and increased food security. Our collaborative programmatic model brings together communities, civil society, government, and the international assistance community to work jointly on fundamental public health issues that contribute to hunger in this world.

Our leading-edge programs have been built on the foundations of technical excellence, rigour and innovative practice over many years. We are experts in nutrition information systems, emergency nutrition and gender equality. Action Against Hunger Canada plays a hosting role to two significant global programs (SMART and the Global Nutrition Cluster Operations Team Programme Support) that provide guidance, tools and training in the areas of nutrition data collection and analysis and best practices for emergency nutrition service delivery for hundreds of Governments, civil society organizations and international organizations worldwide. Our programs support the capacity of public health professionals who deliver lifesaving and long-term initiatives in communities globally. We also work towards sustainable, transformative health system strengthening in all our efforts to ensure a long-lasting impact together with our partners, including members of the Humanitarian Coalition. As a member of the Action Against Hunger International Network, we also provide a range of technical support for the mainstreaming of gender equality across our programs and operations worldwide. Our commitments towards a gender transformative approach are integrated into our core health programming and our technical support to our International Network.

To learn more about Action Against Hunger, visit our website at [www.actionagainsthunger.ca](http://www.actionagainsthunger.ca)

## ABOUT THE ROLE

The Global Nutrition Cluster (GNC) Operations Team Monitoring and Reporting Support Volunteer will assist the GNC Operations Team with key monitoring and reporting tasks. This includes reviewing the end-of-mission reports, updating internal tracking systems, and developing content for the GNC's website. The volunteer will further support the GNC Operations Team to capture and share learnings with nutrition in emergencies (NiE) practitioners globally.

## JOB RESPONSIBILITIES

### *Website Content Development – Country Support Pages*

- Review the GNC's in-depth support and end-of-mission reports.
- Write short summaries for the GNC's website.
- Maintain the country support pages of the GNC's website through periodic reviews and content updates.

### *GNC Request Management System Maintenance*

- Input the in-depth support requests received by the GNC into its Request Management System, ensuring data accuracy.

### *Monitoring and Evaluation Support*

- Support the GNC Operations Team with monitoring, evaluation and reporting tasks as required.

## CORE COMPETENCIES

- **Collaboration:** Collaboration involves effectively working with others, being a team player, and enhancing the quality of work by contributing effectively to others' efforts. It entails fostering cooperation and partnerships among individuals and groups, both within and outside the organization. Collaboration is the mindset of "What's in it for the team and the organization?" versus "What's in it for me?".
- **Communication:** Communication is the ability to convey and receive information clearly and effectively with the consideration of the audience and their points of view. It includes active listening and employing tact and diplomacy in all forms of communication, whether verbally or in writing, to transmit ideas and information effectively and ensure comprehension by the intended audience.
- **Flexibility and Adaptability:** Flexibility and Adaptability is the ability to swiftly adapt one's behaviour to meet the evolving demands of a dynamic work environment. It involves recognizing and valuing diverse and conflicting perspectives, adjusting one's approach as circumstances evolve, and embracing changes in organizational or job requirements with ease.
- **Initiative:** Initiative is the ability to assess situations, address conflicts, and proactively act on future opportunities or problems. It is the strong inclination toward taking action and actively engaging in tasks rather than merely contemplating them.
- **Integrity and Trust:** Integrity and Trust is the demonstration of respect, honesty, and transparency in all interactions to earn and maintain credibility and confidence. It entails a commitment to being reliable and accountable for own words and actions.

## QUALIFICATIONS AND EXPERIENCE

- Completed or working towards a Bachelor's degree in Nutrition, Public Health, or International Development.
- Experience in global health and nutrition would be considered an asset.

## **KNOWLEDGE, SKILLS, ABILITIES AND OTHER ATTRIBUTES**

- Demonstrated understanding of global health and nutrition programming in emergency settings.
- Ability to work independently.
- Strong written communication skills.
- Proficiency in MS Office (Word, PowerPoint, Excel)

## **WORK CONDITIONS**

- Required to complete computer and desk-based tasks for long periods.
- Work from home.

*At Action Against Hunger Canada, we are dedicated to cultivating a diverse and inclusive workplace. We actively welcome applications from individuals from BIPOC communities, LGBTQ2S+ communities, persons with disabilities, and other equity-deserving groups. If you are invited to proceed with the selection process, please inform our human resources representative of any accommodation or special measures you may require.*

*Action Against Hunger Canada is committed to promoting the well-being of people around the world and focuses its efforts on saving lives through the elimination of hunger. To that end, we uphold the principles of Independence, Neutrality, Non-discrimination, Unrestricted Access to Humanitarian Assistance, Professionalism, and Transparency in all our operations. We have ZERO TOLERANCE towards any behaviour violating our Code of Conduct, including workplace violence, harassment, sexual harassment, any form of exploitation or abuse, corruption, fraud, and any behaviour lacking integrity.*

*Action Against Hunger Canada is committed to safeguarding children and adults in the communities where we work. Our safeguarding commitment is to ensure that children and adults are protected from both deliberate and unintentional harm or abuse caused by Action Against Hunger Canada staff, including the Prevention from Sexual Exploitation and Abuse (PSEA).*

*In an effort to safeguard children and adults in communities that we work with, our offers of employment and volunteering are conditional on successfully clearing background checks that may include, but are not limited to, criminal record, vulnerable sector, and employment reference checks. Additionally, Action Against Hunger Canada participates in the [Inter-Agency Misconduct Disclosure Scheme](#). As part of this scheme, we will request information from your previous employers regarding any findings of sexual exploitation, abuse, and/or harassment during your tenure, as well as any ongoing investigations at the time of your departure. By submitting an application, you confirm your understanding and acceptance of these background checks and provide your consent for the collection and disclosure of your personal information for the purpose of these background checks.*

If you are interested in this position, please apply online by August 1, 2025, using the following link: <https://charityvillage.com/jobs/global-nutrition-cluster-operations-team-monitoring-and-reporting-support-volunteer-remote-in-anywhere/>

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.