



So. H-3
Approved
Senior Inspector

South Sudan Program



JOB OPPORTUNITY

Position: Nutrition Project Manager (1)
Department: Programming
Reports To: Field Area Coordinator
Location: Mingkaman, Awerial County, Lakes State

Job Summary:

You will manage, coordinate, and monitor project activities and relationships with partners and other project stakeholders to assist the achievement of the emergency nutrition project objectives advancing Catholic Relief Services' (CRS) work serving the poor and vulnerable. Your project management skills and knowledge of the program area will ensure that the CP delivers high-quality programming and continuously works towards improving the impact of this project.

Job Responsibilities:

- You will lead technical, budget management, monitoring and reporting activities through most of the project cycle - start-up, implementation and close-out - in line with CRS program quality principles and standards, donor requirements, and good practices. Ensure project team and partner staff use the appropriate systems and tools.
- Effectively manage talent and supervise. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, contribute to the recruitment process of project staff, and complete performance management for direct reports.
- Ensure learning properly accompanies project activities throughout the project cycle. Support accountability through coordinating project evaluation activities following MEAL Policy. Proactively identify issues, report them to inform adjustments to plans and implementation schedules.
- Engage and strengthen partnerships relevant to emergency nutrition project, applying appropriate application of partnership concepts, tools and approaches.
- Represent the organization with donors, INGO working groups, UN, relevant local partners and relevant local government and community actors for nutrition project.



- Coordinate activities required for ensuring the financial, material and human resources for the quality implementation of the project. Coordinate and monitor financial and material resources relevant to project needs. Through planning and oversight ensure efficient use of project resources
- Identify staff capacity needs and contribute to capacity strengthening and required interventions to support quality project implementation.
- Assist with preparation of trends analysis reports and disseminate results. Review project documentation to ensure project file is complete with all required documentation and is filed per agency and donor requirements.

Background, Experience & Requirements

Education and Experience

- Bachelor's Degree required. Master's Degree in the field of Health, nutrition and related fields would be a plus.
- Minimum of 5 years of work experience in project management, ideally in the field of nutrition.
- Additional experience may substitute for some education.
- Relevant grant management experience, especially for USG or other public donors, a plus.
- Staff supervision experience.
- Experience working with stakeholders at various levels and strengthening community partnerships.
- Ability to contribute to the development of technical proposals, a plus.
- Experience analyzing data and contributing to evaluation reports.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

Personal Skills

- Critical thinking and creative problem-solving skills with ability to make sound judgment.
- Strong relationship management skills and the ability to work effectively with local stakeholders. Representation abilities.
- Ability to contribute to written reports
- Proactive, results-oriented, and service-oriented
- Attention to details, accuracy and timeliness in executing assigned responsibilities

Required/Desired Foreign Language

- Fluency of the local language of the duty station as well as proficiency in English (excellent in writing, listening and speaking English).

Travel Required: This is field based position with frequent travel within the county.

Key Working Relationships



Supervisory: SFP officer, Nutrition Officer, MEAL Officer

Internal: Field Area Coordinator; Nutrition Technical Advisor; Nutrition Officer; SFP Officer; Nutrition Assistants; MEAL Officer, Head of Programs; CRS South Sudan

External: County Health department (CHD); Local Authority; Community Leaders; and State /County level Nutrition Cluster; Nutrition implementing partners

Agency-wide Competencies (for all CRS Staff):

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

Competencies Relevant for the Specific Position:

Monitoring, Evaluation, Accountability and Learning (MEAL) Competencies

- **Monitoring:** Implements monitoring activities and processes according to the project's Detailed Implementation Plan and MEAL system.
- **Monitoring:** Facilitates the use of monitoring data during quarterly participatory reflection events and other fora with partners and other stakeholders to inform project decisions.
- **Accountability:** Actively seeks and responds to feedback from all members of targeted communities and other stakeholders.
- **Learning:** Promotes the application of learning to improve program quality and to strengthen agency influence among external stakeholders.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

Application Submission:

Interested Candidates should submit a **Non-refundable** application letter and CV together with the names of three professional referees not later than **December 8th, 2017**. **Only short-listed candidates will be contacted.**

Address your application letter and CV to. **Human Resource Department**, Catholic Relief Services South Sudan program, Juba Office or by E-mail: southsudanvacancies@crs.org

