



VACANCY ANNUNCEMENT INTERNAL/EXTERNAL

Position: Nutrition Officer
Location: Maban, South Sudan
Reports to: Health & Nutrition Coordinator
Start Date: ASAP
Eligibility: South Sudanese National Only

About RI: Relief International (RI) is a home to teams of humanitarian activist-professionals committed to transforming adversity into renewal for the world's most vulnerable populations. By partnering with beneficiaries and communities on the front-lines, RI innovatively bridges the gap between immediate relief and long-term community development.

Position Summary:

To ensure the sterilization of equipment used in delivery and the clinical sites in Batil refugee camp in Maban County

Responsibilities and Duties:

Nutrition Management

- Be responsible for the implementation, management, supervision and support of the assigned nutrition field interventions in line with the activity plan and time frame of the relevant project proposal and any applicable national and international guidelines and standards.
- Conduct daily supervision to clinics and other nutrition facilities for support and supervision.
- Provide training for local staff in line with the appropriate international and South Sudan guidelines.
- Carry out assessments in refugee camp on Nutrition intervention as maybe reported.
- Ensure regular monitoring and evaluation of intervention implementation.
- Provide input into the integration of beneficiary participation and accountability in all aspects of the project
- Oversee the process of data collection, collation and dissemination to meet the requirements and deadlines set by internal and/or external partners.
- Ensure accurate and timely reporting of activities for internal and external reports (e.g. weekly, monthly, quarterly and final reports) as requested by Health & Nutrition Manager and donors.
- Input into the development of the country strategy, new projects and/or donor proposals as requested by supervisors.

Staff Management

- Assist the Health and Nutrition Coordinator to manage and oversee the assigned local nutrition team including recruitment, day-to-day management, development and training, appraisals, etc. The team may include certified health staff (e.g. medical assistants, nurses, midwives, community health

workers), other nutrition staff (e.g. nutrition assistants, defaulter tracers) and support staff (e.g. cooks, cleaners, guards)

- Assist to facilitate regular team meetings with the assigned nutrition team, reviewing team and individual objectives, ensuring team members are kept informed of issues relevant to their work and providing an opportunity for feedback.
- Ensure the assigned nutrition team members receive relevant and appropriate supervision, coaching, mentoring and training in order to develop their personal and professional skills, knowledge and understanding. This may be through on-the-job training and taught sessions.
- Promote the health and security of the nutrition team by ensuring the application of security guidelines, health and safety in the workplace and healthy living conditions and practices.
- Assist in the recruitment of local field staff within the intervention location following all internal HR policies and the Government of South Sudan.

Financial Management

- Work with the Health and Nutrition Coordinator to manage finances within the field location.
- Coordinate and oversee petty cash requirements of the intervention team, ensuring all required paperwork is completed accurately and in a timely manner.

Communication and Coordination

- Maintain appropriate, regular, transparent and supportive communication structures with the assigned nutrition team, in-country health and nutrition managers and advisors and other relevant stakeholders (e.g. beneficiaries, community leaders, local and national government officials, UN agencies and other NGOs).
- Represent RI at relevant local level coordination meetings involving local authorities, UN agencies and other NGOs.

Logistics

- Manage the correct and timely ordering of needed stocks and supplies to the field location in coordination with the Nutrition Assistants.
- Manage all stocks within the field location ensuring proper stock keeping records are in place.
- Monitor expiration dates of all stocks in the field location to ensure timely use.
- Assist team in intervention planning and preparations in line with intervention check-list.

Quality Management

- Promote and use internal and other operating procedures, ensuring that all standardized formats are used and guidelines are followed
- Implement, as far as is possible within operational constraints, relevant policies and standards relating to health service delivery including Sphere and HAP standards, Ministry of Health and donor guidelines and other good practice.
- Participate as requested in internal workshops and distance learning sessions to keep up with changing trends, new guidelines and best practices.

GENERAL RESPONSIBILITIES

- Assess the age of children and duration of pregnancy for PLW to determine if they meet the criteria for the OTP/TSFP/PLW target group
- Measure children aged 6-59 months and PLW using MUAC, weight and height
- Record the measurements on the ration card of the child or PLW
Tally the MUAC measurements
- Admit only children and PLW who meet the admission criteria and admit to the appropriate program (OTP/TSFP/PLW) according to national guidelines



- Provide health and nutrition education sessions including MIYCF messages to the care givers of children under 5 and to PLW attending the nutrition site for treatment
- Compile daily and weekly screening reports
- Provide daily and weekly health and nutrition education reports
- Keep working area, equipment and records clean
- Take care of all work tools and equipment
- Assist nutrition assistants (MUAC screening, measuring weight) as needed
- Any other responsibility as will be assigned by your supervisor

QUALIFICATIONS AND JOB REQUIREMENTS

- Bachelor Degree or Diploma Nutrition, Community Health or Public Health
- Training in MIYCF
- Experience working with CMAM
- At least 2 years' experiences working in Health and Nutrition programs
- Fluent in written and spoken English.
- Fluent in Arabic and at least a local language
- Self-motivated with a desire to serve
- Positive attitude
- Respective towards other cultures
- Good interpersonal skills and ability to establish relationships fast.
- Previous experience working in a multi-cultural set up an added advantage.
- Attention to detail and results-oriented approach
- Excellent interpersonal and communication skills
- Excellent organization skills and ability to multi-task

We would like to share Relief International's Values with you:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

HOW TO APPLY:

Submit your applications letter include updated CV, copy of National ID Card, Academic documents and should be delivered to the Relief International office in the following Locations:

Juba Office- Tongping Road, behind US Embassy residence in Juba
Maban office- Batil, Maban County

OR send your application via Email to recruitment@ri.org to the of HR

Closing Date: March 16th ,2018 (5:00PM Local Time),

Only shortlisted candidates will be contacted.

