

## VACANCY NOTICE

Action Against Hunger is a non-governmental organization that aims to provide solutions to hunger. Our mission is to save lives by eliminating hunger through the prevention, detection and treatment of under-nutrition, particularly during and after emergency situations linked to conflicts or natural disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods; water, sanitation and hygiene and advocacy.

Action Against Hunger USA is currently looking for a highly motivated and committed candidate to fill in the position of Emergency Deputy Program Manager (1 position).

Position open date: 7<sup>th</sup> May 2019

Closing date: 24<sup>th</sup> May 2019

Starting date: 1<sup>st</sup> June 2019

Objective 1	To ensure effective and efficient team management
Tasks & responsibilities	<ul style="list-style-type: none"> <li>• Lead the Multi Sectoral Emergency program (Nutrition, WASH &amp; FSL) in the absence of the MET Program Manager</li> <li>• Coordinate with MET departments' team members, local partners and community to ensure linkages of all activities for beneficiaries in the MET program.</li> <li>• Make feasible weekly work plan in consultation with all nutrition team/FSL/WASH members and develop a weekly movement plan</li> <li>• Identify gaps/needs, organize and conduct training of staff/volunteers, Lead MtMSGs; MoH staffs and the community at large courses;</li> <li>• Actively participate in the whole process of staff recruitment as required</li> <li>• Keep an updated register of the nutrition staff complaints, absences, overtime and quality of work</li> <li>• Organize weekly or need based meetings with the team and report the outcome</li> <li>• Supervise the daily, weekly and monthly reports of the team and compile the same</li> <li>• If there is a conflict , find out what went wrong, mediate and find a solution or else contact the immediate supervisor</li> <li>• Check and give the necessary guidance on the way in which the team interacts with the beneficiaries</li> <li>• Participate in work evaluation of MET staff as required</li> <li>• Help the program team in any task when required/requested by the PM</li> </ul>
Objective 2	Ensure implementation, supervision and follow-up of MET nutrition program activities
Tasks & responsibilities	<ul style="list-style-type: none"> <li>• Facilitate in cross sectorial programming, particularly to promote excellent communication and referral between IYCF,CMAM, FSL and WASH programming</li> <li>• Provide technical support to partner staff, MoH and other humanitarian actors as necessary to promote consistent good practice</li> <li>• Prepares field visits plans and supervision checklist in advance of trips</li> <li>• To conduct Multi-Sectoral Rapid Needs assessment (RNA) on ground (NUT, WASH, FSL).</li> <li>• Make close follow-up on program implementation and track the quality indicators</li> <li>• Organize and conduct regular monitoring &amp; evaluation in field sites and ensure that monitoring check-lists are properly used</li> <li>• Ensure programme performances are in line with standards and track the progress of indicators;</li> </ul>

	<ul style="list-style-type: none"> <li>• Make sure that entry and exit management tools are accurately filled at community level, OTP, TSFP &amp; SC level</li> <li>• Follow application of the current IYCF/CMAM protocols as per national and WHO standards</li> <li>• Establish/ strengthen activities linked to care practices as per the protocols</li> <li>• Ensure clear flow of beneficiaries , proper personal and environmental hygiene during treatment sessions at nutrition sites;</li> <li>• Ensure proper treatment of beneficiaries by linking up with CNVs and nutrition team in conducting frequent home follow-ups</li> <li>• Supervise and participate in outreach activities, rapid nutrition assessment and surveys.</li> <li>• Analyse the nutritional situation based on all nutrition activities conducted (field visits, reports and assessments)</li> <li>• Identify and anticipate problems or constraints and seek solutions with the support of the Programme Manager and Field Coordinator;</li> <li>• Be ready for deployment within 24hrs</li> </ul>
<b>Objective 3</b>	<b>Nutrition supplies, stock and budget management of MET programme</b>
<b>Tasks &amp; responsibilities</b>	<ul style="list-style-type: none"> <li>• Assists the IYCF and CMAM specialists; in case of absence of PM purchase requests to the logistic office, according to ACF-USA procedures and financial constraints;</li> <li>• Developing the monthly budget forecast with MET PM in charge of the base and ensure tracking on the budget component;</li> <li>• Ensuring availability of supplies for MET activities: Make sure that the OTPs , TSFP, SC and IYCF centres have sufficient supplies and the monitoring tool is properly filled and compiled</li> <li>• Follow-up on proper/accurate distribution/utilization of supplies as well as requests</li> <li>• Follow-up of supplies orders, distribution, consumption and checking that all the supplies are listed in the register</li> <li>• Ensuring that stock levels are sufficient for the functioning of OTP, TSFP and SC (weekly, monthly or quarterly)</li> <li>• Follow up with Nutrition assistants on monthly physical inventory of all nutrition supplies</li> <li>• Ensure the use of stock cards/ ledger books to track supplies and consumption at all the sites stores</li> <li>• Reports any theft of program activities in any of the program sites with a well written incident report</li> </ul>
<b>Objective 4</b>	<b>Participate in meeting and community sensitisations:</b>
<b>Tasks &amp; responsibilities</b>	<ul style="list-style-type: none"> <li>• Plan for better approach for the right health/nutrition message to be used at facility/community levels and participate in translations</li> <li>• Establish proper linkages of the CMAM/IYCF program with FSL and WASH teams</li> <li>• Establish a network with the other actors in the working area (NGOs)</li> <li>• Ensure establishment of a good understanding of the program within the community;</li> <li>• Ensure establishment of linkages and meetings with the community leaders and different group existing in the working area.</li> <li>• Establish feedback mechanisms with community members on nutrition activities carried out in the area</li> <li>• In the absence of the Nutrition Program Manager, present ACF-USA in</li> </ul>

	NNGO/INGO coordination meeting.
<b>Objective 5</b>	<b>Reporting</b>
<b>Tasks &amp; responsibilities</b>	<ul style="list-style-type: none"> <li>• Prepare quantities/qualitative weekly and monthly reports for CMAM and IYCF Program activities with analysis of the trends of program activities;</li> <li>• Directly after each meeting, generate meeting minutes and share them with the line manager;</li> <li>• Verify contents of reports and make sure that it complies with the accomplishments;</li> <li>• Assists in drafting reports to donors in accordance with contractual dispositions.</li> </ul>

## GENDER EQUALITY COMMITMENTS

- Fostering environment that supports values of women and men's equal access to information.
- Provides an environment where women and men must be promoted based on the performance objectives.
- Respect for beneficiaries, women, men, children (boys & girls) regardless of gender, sex, disability, religion,
- Value and respect for all cultures.
- Promote and uphold the PSEA policy and procedures.

Internal & External Relationship	
Internal	<ul style="list-style-type: none"> <li>• <u>MET Programme Manager</u> - hierarchical relationship – technical support – exchange of information, and direct supervisor.</li> <li>• <u>IYCF/OTP Supervisor/SC Officer</u> - Exchange of information and supervision.</li> <li>• <u>Other program Managers/field staffs</u>-Exchange of information and integration.</li> </ul>
External	<ul style="list-style-type: none"> <li>• <u>Local community leaders</u>: exchange of information, &amp; collaboration of activities.</li> <li>• <u>Local government health and Administration authorities</u>: exchange of information, and coordination.</li> <li>• <u>Field staffs of international/national aid organizations</u>: exchange of information and collaboration.</li> </ul>

## REPORTING RESPONSIBILITIES

- Weekly field activity reports
- Monthly field activity reports
- If required participate and contribute to donor reports (interim & final)

## POSITION REQUIREMENTS

QUALIFICATIONS	
<ul style="list-style-type: none"> <li>Degree/Diploma in Nutrition/Clinical Medicine/Nursing.</li> <li>2 to 3 years' experience in Nutrition program management with INGO/NGO or related field experience.</li> </ul>	
SKILLS & EXPERIENCE	
ESSENTIAL	<ul style="list-style-type: none"> <li>Good computer skills.</li> <li>Good analytical skills and ability to synthesize.</li> <li>Experience in data entry and its analysis.</li> <li>Good interpersonal skills, Flexibility, Dynamism (very active and proactive), creativity, etc</li> <li>Excellent communication skills in English and preferably Arabic</li> <li>Ability to manage and build the capacity of the team</li> <li>Experience working in emergency programs is desirable</li> </ul>
PREFERRED	<ul style="list-style-type: none"> <li>Previous experience working for INGO/NGOs an asset, multi Sectoral program experience in the field of Nutrition, WASH and FSL is advantageous.</li> <li>Clear understanding of Team Work.</li> <li>Flexible personality and negotiation skills.</li> <li>Willing to work under pressure.</li> </ul>

To apply send your application with CV, cover letter and three professional references to;

[recruitment@ssd-actionagainsthunger.org](mailto:recruitment@ssd-actionagainsthunger.org) specifying "Emergency Deputy Program Manager" in the title of your email, or deliver your application to: Action Against Hunger Office at Hai Cinema Juba Town, Next to Bari Church.

The deadline for applications is Friday May 24, 2019 at 5:30 pm.

"Females are highly encouraged to apply"