

**VACANCY**  
**Programme Manager Health and Nutrition**  
**South Sudan**

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of health & nutrition, shelter, WASH and livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for a suitable candidate to fill the position **Programme Manager Health & Nutrition**. The position holder will be based in Nyamlel.

**Duties & Responsibilities:**

**Programme Development and Management**

- Taking lead in developing and implementing tactical plans for Aweil North in coordination with the Senior Program Manager and the Programme manager for Aweil West. These will include; annual programme plans, budgets, procurement plans, monthly plans and activity based plans.
- Planning and negotiating with the Senior Programme Manager and the Program Director any additional support for Aweil North for all projects by other experts both internal and external as required by agreed plans.
- Working with Nutritionists and other technical support available to develop training resources, materials and tools for the training of Project Officers and field level staff.
- Ensuring integration of Concern's programs in Aweil North (Health, Nutrition, WASH, Food Security and Livelihoods), is taken into account during tactical planning and they are translated effectively during implementation processes.
- Working closely with the Community Nutritionist and the Community Outreach team to strengthen the linkages between communities and social services available to improve quality of life for the population like health facilities, schools and information.
- Ensuring cross cutting issues especially gender, protection and HIV and AIDS are taken into account during tactical planning and they are translated effectively during implementation processes
- Coordinating procurement and disbursement of project supplies. This includes working closely with systems to ensure your teams get what they need to implement activities in a timely manner.

**Monitoring and Evaluation**

- Ensuring all projects have M&E Plans and appropriate data collection tools. This will be done with technical support from the Program Quality Unit especially the M&E Coordinator.
- Supervising the process of gathering of data to facilitate effective reporting. This involves spot check on data collected and quality of analysis and presentation of the information.
- Working with the Program Quality Unit, organise review meetings, these could be monthly, quarterly, biannual, annual learning/accountability meetings with stakeholders to get feedback on project performance.
- Reviewing and verifying reports of and other documentations, providing recommendations for action and follow up on their implementation to the project team and following up on action plans.



- Undertaking regular field visits to observe implementation of activities, support field staff, assess progress towards change and expected results and give feedback to staff.
- Coordinating monitoring visits of Concern senior programme staff, Programme visitors, Government staff, Donors and other stakeholders.
- Ensuring regular communication with Senior Programme Manager Health and Nutrition, The Programme Director, Government Officials and the Area Coordinator highlighting any issues arising from the field so that challenges are addressed in a timely manner.
- Producing monthly, annual and special project reports in a timely manner.

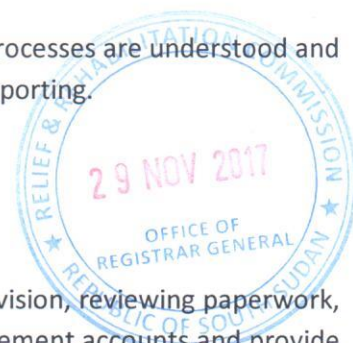


#### **Donor Compliance**

- Support the Programme Director during donor proposals, budgets and reports to ensure they are of high quality, up-to-date and delivered in a timely manner in accordance with Concern policies/procedures, donor requirements and for other interested parties, including government departments, in collaboration with programme team colleagues.
- Be responsible for ensuring that donor strategy, guidelines, formats and processes are understood and being adhered to during programme implementation, procurement and reporting.
- Participate in Grants Opening, Mid-Term and Closing meetings.

#### **Finance, Admin and Logistics**

- Budget holder responsibilities for assigned grants this included, budget revision, reviewing paperwork, approving expenditure to the approved authorisation limit, review management accounts and provide feedback to finance and may include being a bank signatory.
- Monitor and manage programme expenditure and budgets, ensuring resources are optimally utilized and spending is in line with Concern financial procedures and Donor requirements.
- Ensure appropriate and timely absorption of budgets to achieve program goals in coordination with the Senior Programme Manager and the Programme Director.
- Liaise with the Area Coordinator, Base Manager, and other Programme Managers, and Systems Director through coordinated planning to ensure efficient and timely procurement and use of supplies necessary for the smooth running of the programme.



#### **Representation, Coordination, Networking and Advocacy**

- Ensure effective networking and coordination with relevant stakeholders, such as Government authorities, other NGOs, and UN Agencies operating in the Health and Nutrition sector at field level.
- Support county coordination mechanisms and attend state level health coordination meetings and other meetings/workshops related to the health and nutrition program.
- Ensure that information from coordination meetings is shared internally and with other sectors, as appropriate.
- Coordinate the gathering of information from micro level in line with Concern's Advocacy agenda, organise such information into a format appropriate for advocacy purposes.
- Identify individuals or groups with influence and initiate dialogue with key influencers. Present influencers with appropriate information; facilitate contact between service providers or people in need and the influencers.
- Ensuring Concern participates alongside other Civil Society Organisations or takes lead in organising international days in line with Concern's work at community level.



## Human Resources

- Train, mentor and coach senior project staff to build their capacity to effectively deliver their jobs with highest standards.
- Using talent spotting, identify and nurture potential in key staff across different job families to strengthen programme delivery at all levels.
- Ensure JDs are well understood by staff, those line managing are supported to do the performance review and development for their direct reports.
- Support timely recruitment to fill vacant positions, and new staff recruited are inducted and trained as per the needs of the programme and the organisation.
- Nurture team spirit in the various teams within the structure like Community Facilitators, Assistant Project Officers, Project Officers and Volunteers.
- Identify and take appropriate action to address underperformance in direct reports and all health and nutrition staff working in Aweil North.
- Ensure that all staff in your team are aware of and comply with Concern's policies and procedures.
- Ensure that all staff are provided with the necessary support, tools and advice they need to carry out their duties.

## Security

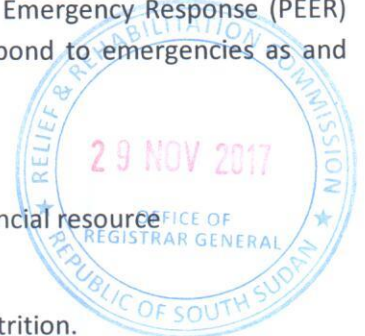
- Ensure the team in Aweil North carry out their work in accordance with Concern's security Standard Operating Procedures (SOPs) and the Security Management Plan (SMP).
- Assist the Area Coordinator with security analysis through the sharing of important security information collected through field work.
- Participate in the revision of SOPs and the SMP when necessary and other security related duties when necessary.

## Other Duties

- Establishing and developing effective working relationship with Concern staff, Government staff and community volunteers to ensure team work and integration.
- As team member effectively participating in any Preparing for Effective Emergency Response (PEER) process as deemed necessary. This may include being deployed to respond to emergencies as and when required.
- Participating in team decision making, planning and joint activities
- Supporting other projects in your area whenever requested to do so
- Adhering to Concern's programme and other policies on physical and financial resource

## Desired Qualification

- Master's degree in Public Health or at least first degree in Medicine or Nutrition.
- At least 5 years' experience of managing projects with a minimum of 3 year overseas experience preferably within the region.
- Experience in implementing Nutrition and Primary Healthcare activities at community level
- Experience in planning and implementing preventive strategies for health and nutrition
- Experience in integrating cross cutting issues to development work
- Experience in proposal writing and donor report writing
- Experience in monitoring and evaluation including health and nutrition surveys
- Experience in budgeting and financial monitoring processes



- Strong staff management, capacity building and supervision skills
- Familiarity with complex and insecure emergency context.
- Experience of mainstreaming equality, gender, protection, HIV and AIDS.

**Desirable:**

- Work experience in South Sudan or other fragile contexts in the horn of Africa
- Experience working with Government ministries, networking and donor relations.
- Knowledge of Concern Policies and Programming Approaches.
- Previous experience of Results Based Management approach.
- Previous experience in implementing an integrated programme.
- Experience of mentoring and on-the-job training

The position holder will adhere to the standards of conduct outlined in the Concern Code of Conduct and Programme Participant Protection Policy. As part of the Concern P4 responsibility the position holder will;

- Support and promote the standards outlined in the P4 and the Concern Code of Conduct to their team, partner organisations and beneficiaries, and be committed to providing a safe working environment.
- Contribute to the establishment of preventive measures to reduce the potential for abuse in Concern programme.

**How to apply:**

1. Interested Candidates are requested to submit their Applications, Updated CVs of not more than 4 pages and a copy of their nationality ID to: **HR Department, Concern Worldwide South Sudan head office located at Tongping, Airport Road opposite Ebony Bank NOT later than 15<sup>th</sup> December 2017 or email it to; [vacancies.juba@concern.net](mailto:vacancies.juba@concern.net)**
2. The position is open only to South Sudanese national only.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.

