

VACANCY ANOUNCEMENT

POSITION: Nutrition Project Manager
LOCATION: Based in Twic East, Jonglei State, Republic of South Sudan

STARTING DATE: **ASAP**

Tearfund is a Christian organization committed to serving the poor by bringing help and hope to people in need in over 70 countries around the world. Tearfund's South Sudan Programme is looking for a suitable South Sudanese candidate to fill in the position of **Nutrition Project Manager** to be based in **Twic East Jonglei State**.

JOB OVERVIEW

Responsible for the overall coordination, management and implementation of the Nutrition project activities in Twic East as delegated by the Area Coordinator. This is in addition to responsibility over the design, management, and implementation of a targeted feeding programme in a designated geographical area.

1. KEY RESPONSIBILITIES

1.1 Project CYCLE MANAGEMENT

- Monitor the humanitarian situation in the project area, making detailed reports with recommendations to the management team regarding community needs, vulnerabilities / capacities and appropriate responses.
- Lead in the implementation of Tearfund's nutrition strategy in Twic East. Within agreed in-country programme strategy, assess and propose nutrition projects for consideration by the programme management team.
- Establish M&E activity and indicator tracking systems and train project staff on their use to ensure timely and quality project implementation and monitoring.
- Lead in submitting quality periodic reports (weekly, monthly, quarterly etc) to Tearfund and donors
- Collecting data against key nutrition indicators that can guide Tearfund advocacy and strategy development.
- Closely liaise with community leaders at Boma and Payam level to learn about needs and to encourage involvement in Tearfund nutrition and other programming.
- Capacity build staff, community leaders, volunteers in project implementation
- Supervise and undertake nutrition surveys, participatory needs / vulnerability & capacities assessments of affected communities.
- Work closely with local communities to foster coping strategies which seek to identify and address malnutrition.
- In collaboration with community representatives, undertake detailed analysis and design appropriate project interventions to meet identified needs and strengthen local capacities.
- Prepare detailed project proposal/concept paper submissions (including budgets) for multi / bilateral institutional and private funding.



- Manage and implement project interventions to achieve project outputs and objectives, including monitoring and mid-term reviews in accordance with Tearfund and donor requirements.
- Coordinate closely with other agencies and TF sector leads in order to create integrated programming, with particular reference to the integration of the Outpatient therapeutic Programme (OTP) into existing health facilities.
- Ensure proper referral system is in place for management of SAM and MAM with complications.
- Coordinate with other nutrition actors in the County to avoid duplication and strengthen relationships to complement programs where necessary.
- Coordinate with Nutrition and other clusters in Jonglei state to foster learning and ensure multi cluster approach in soliciting resources and program implementation.
- Participate in project evaluations and assist in the analysis of results to assess project impact and effective use of resources.

1.2 COPORATE POLICY AND COMPLIANCE

- Contribute towards promoting and adhering to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles
- Provide support and guidance to team members to ensure all activities are compliant with standard operating procedures
- Support the induction of nutrition staff, ensuring their familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies
- Contribute towards compliance with all host country legal, contractual and statutory requirements as delegated by the Area Coordinator

1.3 TEAM MANAGEMENT

- Lead and manage staff, encouraging effective team work and providing supervision, guidance and monitoring
- Develop the abilities of the facilities staff through training and mentoring support to enable them to take on more responsibilities as appropriate
- Ensure that staff understand their individual and collective responsibilities for safety and well being
- Conduct regular performance reviews and encourage the personal development of each individual (including personal development plans and identification of training needs)

1.4 EXTERNAL REPRESENTATION

- Attend relevant inter agency and cluster meetings at Country and State levels, represent Tearfund and coordinate closely with cluster heads in the area and other key stakeholders including other Nutrition partners so as to encourage learning
- Build positive working relationships with local communities, Payams/County/State government officials, local churches, UN, NGO & donor representatives.
- Support coordination with Tearfund funded organisation(s) implementing nutrition to ensure integration and quality implementation and monitoring.



- Collaborate with Tearfund partner organisations in design and implementation of the nutrition programme by encouraging active engagement in strategy and implementation.
- Assist in developing collaborative programmes with other agencies and national partners in accordance with country strategy.
- Support external policy influencing (advocacy) activities with relevant district and regional government, inter-government and nongovernmental agencies (in consultation with field management).
- Keep informed of sector developments and key initiatives.
- Host occasional visits to project sites by interested personnel/donors.

1.5 FINANCIAL MANAGEMENT & ACCOUNTING

- Manage detailed project budgets in fulfilment of specified activities, outputs and objectives.
- Monitor project expenditure and assist in preparing and analysing project financial reports, understanding variances and taking corrective actions in consultation with the Area Coordinator.
- Ensure project monthly cash flow forecasts are prepared and forwarded to the Finance Manager.
- Ensure all project financial reports are prepared accurately and reporting schedules maintained in compliance with donor accounting and reporting requirements.
- In conjunction with the Finance officer and AC, ensure financial management is undertaken within standard financial systems and policies.

1.6 ADMINISTRATION / PROGRAMME SUPPORT

- Assist the Area Coordinator and Administrator in defining project accommodation / warehousing and equipment requirements for the project.
- Work with field management to ensure all aspects of project operations are compliant with host country legal, contractual and statutory requirements.
- Maintain an effective filing system for storing project documentation in accordance with Tearfund standard procedures.

2. PERSON SPECIFICATION - NUTRITION PROJECT MANAGER

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree or equivalent in relevant sector (Nutrition) 	
EXPERIENCE	<ul style="list-style-type: none"> • Proven management experience • At Least three years substantial proven experience in :- <ul style="list-style-type: none"> o People management o Project implementation (with specific reference to nutrition Programming). o Monitoring and Evaluation, developing key indicators o Report writing - Proven experience in :- 	<ul style="list-style-type: none"> - Working to SPHERE Standards, People In Aid and Red Cross Codes of Conduct. - Experience of leading and facilitating Prayer and Bible Study groups. - Experience in Data management software's (SPSS, ENA, Excel data packages) - Knowledge of EPI INFO, LQAS, SMART Surveys and other methodologies



	<ul style="list-style-type: none"> o Strategic planning o Working to corporate systems, policies and practices o Experience of conducting nutrition surveys <p>Strong representation and negotiation skills and community facilitation.</p>	
SKILLS/ ABILITIES	<ul style="list-style-type: none"> • Leadership skills • Analytical skills • Problem solving skills • Training skills • Excellent written and verbal communication skills especially in English • Ability to learn fast • Computer literate • Administrative skills • Ability to lead and facilitate team • Ability and commitment to apply biblical principles prayerfully within all aspects of the role 	<ul style="list-style-type: none"> - Ability to communicate confidently and comfortably about own personal faith - Knowledge of local language and Arabic added advantage
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Committed to regular Christian fellowship with other Christians • Christian motivation in relation to injustice and serving those in need. • Emotionally & spiritually mature • Team player • Willingness to travel and live in basic conditions 	

How to Apply:

If you believe you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at **Tearfund office in Twic East**- detailing your experience for the post and include daytime telephone contact to southsudan-recruitment@tearfund.org and **CC** southsudan-hrm@tearfund.org, Twiceast-fhro@tearfund.org , Twiceast-ac@tearfund.org .

The subject matter of your email should be the title of the job you are applying for. The closing date is 20th February 2017 at 5:00pm.

Note:

- Female candidates are strongly encouraged to apply
- Only short-listed applicants will be contacted for interviews.
- Applications once received are not returnable



Approved by RRC office