



SO. 14-3
Approved by
MLPS & HRD



VACANCY ANNOUNCEMENT

Job Title: HEALTH AND NUTRITION COORDINATOR

Duty Station: Juba, Head office.

Reporting to: Head of Programmes

Anticipated Started Date: March 18th, 2019

Advert Closing Date: April 11th, 2019

Background:

Community Health & Development Organization (CHADO is national humanitarian NGO established in 2015, dedicated and committed to basic human needs and improving the lives of vulnerable women, children, IDPs and Host communities. CHADO through its work in emergencies and long term development strategies aimed at saving lives, relief suffering and provided opportunities for a better standard of living for thousands of people. We provide lives saving through provision of Education in emergencies, Health & Nutrition, Child protection, GBV, WASH, FSL and Communication for Development (C4D). CHADO is currently operating in formerly states of Unity, Upper Nile, Eastern Equatoria, Lake, Central Equatoria and western Bhar elgazel states. CHADO is seeking for a Qualified **Health and Nutrition Coordinator** based in Juba head office.

Position Summary:

The Health and Nutrition Coordinator is responsible for the ongoing management support, continuing development health and nutrition activities

The Health and Nutrition Coordinator will focus on enhancing quality of primary health services, capacity building and training, supply management, and ensuring project objectives are met.



Responsibilities and Duties:

- i. Ensure program quality by establishing a system of regular supervision, feedback and improvement for staff delivering clinical care and community services.
- ii. Closely manage program budgets, forecast procurements, and human resource needs and work with finance, HR and operations to prevent gaps in services.
- iii. The Health and Nutrition Coordinator will have the overall responsibility of coordination, planning and implementation of the health/nutrition department projects. Additionally, s/he will be robustly involved in capacity building and training related activities.
- iv. Contribute to the technical definition of CHADO health and strategies and to the elaboration of new projects finalized to the health strategy implementation essential to this responsibility is to maintain effective relationship with the Health Projects Donors and to remain informed about decisions, developments and initiatives of the Health and Nutrition sectors in South Sudan.
- v. Strive to the achievement of the objectives of CHADO health and nutrition programme in South Sudan, either by direct supervision or “remote control management” of CHADO supported Health facilities in South Sudan.
- vi. Manage human resources within the Health and nutrition projects, coordinating and motivating personnel, encouraging continuous update and training on the job.
- vii. Supervise the Health and Nutrition programmes to ensure they are implemented in accordance with CHADO and South Sudan standards and regulations.
- viii. Work closely with the Head of Programmes in building relationships with key Health and Nutrition partners and donors to strengthen CHADO Health and Nutrition programmes in South Sudan.
- ix. Supervise and support the Health and Nutrition Project Managers by providing technical and programme support (i.e. staff recruitment, training and mentoring expatriate and national staff, ensure timely and quality project narrative reports, internal and to be provided to the donors on time according to donors’ requirement; ensure the use of qualitative and quantitative indicators, supervising the correct implementation of the projects in accordance with agreed strategies, principles, implementation plans, and donor requirements.
- x. Ensure and support the mainstreaming of Health and Nutrition components in the CHADO mission projects by providing technical expertise and assure that linkages among the projects are established and are sustainable.
- xi. Work closely with the Project Managers of the Health and Nutrition projects in the direct implementation of the activities specifically in the mentoring of the local staff and remote supervision of the activities in the field.



- xii. Ensure the roll out of regular staff trainings and refresher sessions to maintain a high standard of capacity among the Health and Nutrition field teams in all areas.
- xiii. Ensure program quality by establishing a system of regular supervision, feedback and improvement for staff delivering clinical care and community services.
- xiv. Closely manage program budgets, forecast procurements, and human resource needs and work with finance, HR and operations to prevent gaps in services.
- xv. Ensure that Health and Nutrition information is used effectively to advocate on important issues as well as for longer term planning for target populations
- xvi. Regular visits to the Health and Nutrition programme sites in South Sudan. Mission reports should be prepared and shared with Head of Programmes after every field mission to project sites in South Sudan
- xvii. Represent CHADO in external coordination meetings with UN/ NGOs, donors, partners and MoH.
- xviii. Admin and Finance Aspects:
- xix. Responsible for the management and financial administration of Health and Nutrition projects, and for the achievement of their objectives and results. She/he liaises and communicates effectively with CHADO
- xx. Attend to other duties as instructed and directed by the line Manager.

REQUIREMENTS

- i. Master degree or equivalent in Public Health.
- ii. At least 3 years work experience in humanitarian field in relevant technical disciplines and in coordination position.
- iii. Knowledge of the South Sudan cluster system.
- iv. Knowledge of HPF/UNICEF/SSHF/WHO procedures and familiar with their approach and strategies
- v. Project Management skills, including financial planning and documentation.
- vi. Fluency in written and spoken English, good reporting and communication skills are required.
- vii. Good problem solving and social skills and creative, to think of alternative solutions.
- viii. Good interpersonal skills to work effective with different stakeholders including different communities in the target areas, humanitarian actors, service providers, local and national authorities.
- ix. Excellent organizational, team building and participatory training skills and experience is required, as well as ability to work as part of a team.



- x. Previous working experience in South Sudan is an asset.
- xi. Previous experience in the South Sudan context or in remote field.
- xii. Proved qualification in Health sector trainings.
- xiii. Strong collaborator with effective inter-personal and analytic skills
- xiv. Able to work effectively under pressure and handle workload.

How to Apply:

Interested and qualified candidates who meet the above criteria should submit their Application Letter, Curriculum Vitae and Photocopies of Academic documents to:

Human Resources Department of Community Health & Development Organization (CHADO) in Juba office near Juba Regency Hotel or send via email to hr@chadossd.org

Only shortlisted candidates will be contacted.

