

**JOB DESCRIPTION**

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| **Job title:** | Programme Manager - ICCM and Nutrition | **Location:** | Former NBeG, State of South Sudan |
| **Department:** | Technical | **Length of contract:** | 12 Months |
| **Role type:** | National | **Grade:** | 9 |
| **Travel involved:** | 70% | **Child safeguarding level:** | TBC |
| **Reporting to:** | Field Coordinator, Aweil field office | **Direct reports:** | 8 (Program Officer iCCM and Nutrition) |

**Organisational background**

Established in 2003, Malaria Consortium is one of the world’s leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, local and international organisations to ensure effective delivery of services which are supported by strong evidence.

Our areas of expertise include:

* disease prevention, diagnosis and treatment
* disease control and elimination
* systems strengthening
* research, monitoring and evaluation leading to best practice
* behaviour change communication
* national and international advocacy and policy development

**Country and project background**

Malaria Consortium began operations in Sudan in 2005, training doctors in malaria case management and delivering LLINs to displaced people. By 2007, programme increased its activities in southern Sudan, supporting assessment, mapping and administration of NTDs. Based in Juba, the programme continued to support the National Malaria Control Programme and the new South Sudan government with their malaria policy documents and treatment guidelines.

Malaria Consortium in South Sudan works with partners, including all levels of government, to improve the lives of all, especially the poorest and marginalised with greater focus on children below 5years of age. We target key health burdens, including malaria, pneumonia, and neglected tropical diseases, along with other factors that impact child and maternal health.

**Job purpose**

The Programme Manager- ICCM and Nutrition is to provide technical leadership and oversee quality implementation of the ICCM and Nutrition service delivery in the former state Northern Bahr El Ghazal. He/she will lead the planning, organising, supervision and implementation of the programme, and will mentor and supervise the ICCM and Nutrition team to ensure quality program implementation approaches. He/she will also facilitate training on protocols, SMART surveys and supportive supervision activities. He/she will perform assigned management duties closely working with other internal departments to ensure efficient implementation of ICCM- Nutrition programme activities. Finally he/she will participate in the development of synergies and cohesion across programs.

**Scope of work**

The Program Manager ICCM and Nutrition will oversee implementation in 5 counties in former NBeG State.

He/she who will fully participate in key decision making for ICCM2 and making for the ICCM 2 +nutrition program. The programming is focused on community case management for childhood illnesses (malaria, pneumonia and diarrhoea) with nutrition, and new programs in Health Information Management Systems, and Health System Strengthening. The position has a role of ensuring coordination and integration of ICCM2 and nutrition programme with other MC projects as well as related projects implemented by other agencies within the same geographical areas.

**Key working relationships**

They will work closely with the HPF Health Systems Strengthening Advisor, report to the Field Coordinator and has eight direct reports. The position will have a dotted Line management to Country Technical Coordinator.

**Key accountabilities (percent of time spent on each area)**

**Technical (40%)**

* Ensure quality and timely field level implementation of the ICCM 2 and Nutrition programme against set objectives, targets, work plans.
* Incorporate  supervision guidelines to ensure quality delivery of Outpatient treatments for SAM and  MAM in children under five years of age
* Ensure Malaria Consortium is in compliance with National treatment protocols and guidelines
* Conduct field assessments, identifying potential needs, designing and implementing

Response plans.

* Mentor, coach and build capacity of iCCM and nutrition teams.
* Coordinate with the Monitoring and Evaluation Manager on trainings and implementation

For Nutrition Surveys (e.g. SMART, SQUEAC, KPC)

* Ensure nutrition teams use MOH treatment protocols, conduct supportive supervision, and facilitate refresher trainings on CMAM.
* Coordinate to establish a mechanism for tracking referrals to stabilisation centres, OTP sites and TSFP sites.
* Enhance integration of activities with Boma Health Initiative and other key health programs such as HPF.
* Facilitate trainings as per the scheduled programme implementation plan observing the donor guidelines

**Project management and Administration (40%)**

* Lead the ICCM2 and  nutrition program staff, and closely liaise with  HPF Health Systems Strengthening Advisor in    programme implementation;
* Work with the Field Coordinator and state and county based team to ensure that work plans for all programmatic activities in line with activity log and budget are implemented.
* Coordinate with direct reports and programmatic staff to ensure that all activities are carried out efficiently and effectively.
* Manage ICCM2 and Nutrition program budget.
* Work in collaboration with the Programme Coordinator and Country Technical Coordinator and Community Health Systems Adviser on all technical issues to ensure the ICCM project is progressing as planned and flag any deviation in a timely manner and ensure implementation of activities in line with the activity log frame.
* Oversee ICCM2 and nutrition job description reviews, recruitment, orientation and results based performance reviews for the   team.
* Develop work plans based on the activity log frame and budget and ensure its timely quality implementation.
* Ensure implementation of nutrition and ICCM2 integrated activities in close collaboration with State Ministry of Health and County Health Departments and other implementing partners.
* Coordinate with the Monitoring and Evaluation Manager in compiling monthly ICCM2 and nutrition reports   quarterly analysis trends and how to improve quality of reporting
* Coordinate with the Monitoring and Evaluation Manager to review ICCM2 and nutrition reporting indicators  and reporting tools
* Coordinate with the Logistics Manager to improve supply chain management and accountability  for ICCM2 and nutrition supplies
* Work closely with the logistics, finance and administrative teams to ensure that all programmatic activities run smoothly in a challenging operating environment.
* Take responsibility for monitoring drugs and commodities movement, consumption and reporting
* In consultation with technical leads, contribute to development of nutrition project proposals  and project budgets
* Ensure implementation of Risk Mitigation Plan that ensures zero tolerance to any misappropriation.
* Conduct field visits (70% of time) including joint supportive supervision visits with Government and partners to strengthen program activities.
* Prepare monthly, quarterly, annual and periodic reports within given timelines.
* Implement activities in line with iCCM2 components of the Boma Health Initiative Policy...
* Liaise with the Programme Coordinator and Country Technical Coordinator, Field Coordinator and Country Office to provide programme information/overviews as required for reports or advocacy campaigns.
* Work with the Aweil and Juba technical team to ensure effective programme delivery in the areas of intervention.
* Liaise with key stakeholders (SMoH, CHD, partner health organizations, communities etc.) as required, to ensure programmes are delivered in a coordinated manner.

**Representation and Coordination (10%)**

* Represent Malaria Consortium in technical, Health and Nutrition Cluster meetings as well as other meetings as required with stakeholders/partners.
* Participate in relevant state level and county level coordination meetings, collaborate and build strong relationships with key Government counterparts at all levels, UNICEF, WFP and other implementing partners in former Northern Bahr el Ghazal.
* Support local programme supervision visits from donors, MoH or authorities or any other  relevant parties as assigned by the Field Coordinator

**Financial Management and report writing (MC) (10%)**

* Assist the Programme Coordinator in the preparation of quarterly and other reports as required.
* Ensure adherence to meeting reporting timelines as per the requirement of donors and funders.
* Prepare and submit the annual financial forecasting and phased budgets for iCCM2 when required.
* Prepare and submit monthly cash forecasts to the Management Accountant.

**Security & Base Management**

* Be vigilant on security status within our areas of coverage and report any insecurity or rumours of insecurity to the Field Coordinator.

**Person** **specification**

**Qualifications and experience:**

***Essential:***

* Relevant post graduate degree or diploma in public health and Nutrition or related discipline preferred.  Excellent interpersonal and teambuilding skills
* Excellent written and spoken communication in English
* Demonstrated experience in conflict resolution.
* Demonstrated 5 years plus in program and budget management experience
* Previous experience working in South Sudan particularly in a nutrition and health programs in a remote location with INGO and or MOH.
* Comprehensive knowledge of NMOH, SMOH and County health systems and institutions.
* Experience in capacity building
* Excellent organisational skills
* Ability to work in a challenging environment with few support services.
* Proficient in Microsoft Office and Excel.
* Willingness to work in remote areas of South Sudan, with common incidences of insecurity, and basic amenities.
* Willingness to manage large scale implementation and intensive travel to state, counties , payams, and bomas that extends to households

***Desirable:***

* Ability to work in a challenging environment with few support services.
* Ability to speak Arabic, Dinka and other local languages spoken in former Northern Bahr El Ghazal.
* Work experience in South Sudan minimum of 5 years in public health programs
* Experience in supervising  nutrition surveys (SMART and coverage surveys)

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| **Core** **competencies**: |
| **Delivering results** |
| LEVEL C- **Supports others to achieve results**  Displays a positive and enthusiastic approach and is not deterred by setbacks, finding alternative ways to reach goals or targets.  Supports others to plan and deliver results.  Supports others to manage and cope with setbacks. |
| **Analysis and use of information** |
| LEVEL C - **Works confidently with complex data to support work**   * Interprets complex written information. * Works confidently with data before making decisions: for example; interpreting trends, issues and risks. * Acquainted with the validity, relevance and limitations of different sources of evidence. |
| **Interpersonal and communications** |
| LEVEL C - **Adapts communications effectively**   * Tailors communication (content, style and medium) to diverse audiences * Communicates equally effectively at all organisational levels * Understands other’s underlying needs, concerns and motivations and communicates effectively in sensitive situations * Resolves intra-team and inter-team conflicts effectively |
| **Collaboration and partnering** |
| LEVEL C - **Builds strong networks internally and participates actively in external networks and think tanks**   * Builds strong networks internally * Participates actively in external networks and/or think tanks. * Engages with relevant experts to gather and evaluate evidence * Shares and implements good practice with internal and external peers |
| **Leading and motivating people** |
| LEVEL C - **Effectively leads and motivates others or direct reports**   * Gives regular, timely and appropriate feedback, acknowledges good performance and deals with issues concerning poor performance. * Carries out staff assessment and development activities conscientiously and effectively * Develop the skills and competence of others through the development and application of skills   Coaches and supports team members when they have difficulties. |
| **Flexibility/ adaptability** |
| LEVEL C **- Supports others to cope with pressure**   * Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems and supports others to do the same. * Adapts team approach, goals, and methods to achieve solutions and results in dynamic situations. * Sets realistic deadlines and goals for self or team. |
| **Living the values** |
| LEVEL C - **Supports others to live Malaria Consortium’s values**   * Demonstrates personal integrity by using role position responsibly and fairly * Cultivates an open culture within the wider team, promoting accountability, responsibility and respect for individual differences |
| **Strategic planning and thinking and sector awareness** |
| LEVEL B - **Is aware of others’ activities and vice versa in planning activities**   * Takes account of team members and others workload when planning * Maintains awareness of impact on other parts of the organisation, keeping abreast of other’s activities, objectives, commitments and needs   Has a good understanding of the sector in which Malaria Consortium works |