



South Sudan
Plot 277, Block 3K, South Tong Ping, Juba
American Residence Road,
Next to Canada house

April 3rd, 2018

VACANCY ANNOUNCEMENT

POSITION TITLE: Field Project Coordinator (1)
DUTY STATION: Aweil West
REPORTS TO: Nutrition Specialist
STATUS: Full Time
Duration: Till 31st December 2018 (Pending donor funding)

COUNTRY PROGRAM OVERVIEW

The overall objective of the ARC South Sudan program is to assist the South Sudanese to respond and react to community needs. To achieve this objective, ARC implements a multi-sectoral program that includes primary health care, tertiary care, Nutrition, WASH and Gender based violence prevention and response activities. ARC has program activities in Central and Eastern Equatoria, Northern Bahr Gazal, Unoty and Upper Nile.

PRIMARY PURPOSE OF THE POSITION

Working under the guidance of the County Coordinator and the Nutrition Specialist, the Field Project Coordinator shall provide overall leadership, coordination and management of the nutrition program in Aweil West County that encompasses running of the Community Based Management of Acute Malnutrition (CMAM) programme, nutrition surveillance & assessments and maternal infant and young child nutrition (MIYCN) program. He/she will supervise program, logistics, security, human resource and admin/finance officers and will ensure adequate support to program teams to allow for efficient program implementation and budget management. The Field Project Coordinator will also represent ARC to county authorities, donor representatives and partners and also work closely with ARC's Senior Management Team. He/she shall be expected to monitor and ensure improvement and maintenance of nutrition performance indicators as per the SPHERE and MoH standards. The post holder will work in close collaboration with the County Health Department, UN agencies, NGO partners, local authorities and community members to improve the nutritional status of the community.

Key Responsibilities

- With the guidance of the Nutrition Specialist, develop and maintain an annual nutrition sector work plan for Aweil West County.
- Supervise and coordinate the implementation and monitoring of nutrition program activities in line with the proposal targets, work plan timelines and stipulated protocols.

- Organize joint support supervisions with WFP, UNICEF and/or County Health Department (CHD) and consequently implement recommendations arising.
- Lead in building the capacity of the nutrition team through identification of capacity gaps during support supervisions and carry out trainings.
- Take lead in planning and supervision of the implementation of the quarterly mass MUAC screening campaigns.
- Plan and actively involve the community in marking recognized nutrition related days such as World Breastfeeding Week.
- Participate actively in annual nutrition surveys and other assessments in the County.
- Continuously analyze nutrition data as well as the prevailing trends and provide feedback to the nutrition team.
- Overall forecasting and monitoring of nutrition supplies making sure they are sufficient for the functioning of the programme activities at all times.
- Coordinate the compilation, review and timely submission of quality weekly, bi-weekly, monthly and quarterly reports of the program to the nutrition coordinator and the relevant stakeholders.
- Contribute in the development of the concept notes, proposals and budgets, particularly building on lessons learned from programme experience.
- Monitor all nutrition program expenditure against the budgets ensuring grant management compliance for the respective projects are consistent with donor and ARC regulations.
- Document all activities in the most updated and efficient manner.
- Ensure all reports are produced on time and are consistently of a high quality
- Conduct periodic review of budget monitors with Finance and program staff and ensure that the spending is in accordance with the laid out mechanism.
- Fostering program integration with health, WASH and FSL partners within the catchment area.
- In liaison with the Human Resource department, recruit and maintain a nutrition team in accordance with budget specifications.
- Directly supervise the nutrition supervisors and support staff i.e. Finance assistant, HR officer and Logistics assistant in Aweil West County.
- Facilitate regular meetings to assist information sharing between project staff, to ensure all staff members are aware of project objectives and current work plans and to provide the opportunity for feedback.
- Represent ARC and actively participate in external meetings at State and County level.
- Coordinate and maintain good working relationship with key stakeholders such as UNICEF, WFP, CHD and other implementing partners within the County to ensure maximum effectiveness of the nutrition project.
- Adhere and uphold the ARC code of conduct at the respective areas of work.
- Carry out any other duties as assigned by the supervisor.

Required Qualifications, Experience and Competencies

- Qualified Nutritionist (BSc from a recognized University) or a Clinical Officer with extensive experience in nutrition.
- Minimum 2 years' experience in nutrition programming at management or coordination level.
- Experience in the implementation of MIYCN and CMAM programmes.
- Experience in training, managing and motivating staff/volunteers.
- Knowledge in computer packages particularly Microsoft Word, Excel and PowerPoint as well as basic

analysis skills.

- Strong report writing and budget management skills.
- Good communication and interpersonal skills.
- Must be a self-starter who takes initiative and is able to work with minimal supervision
- Flexible, highly motivated team player and able to work with minimal supervision.
- Fluent written and spoken English.

HOW TO APPLY

Qualified and interested candidates should submit their letters of interest plus CVs to ARC South Sudan office located in Nyamulel, Aweil West or Juba. Applications can also be submitted to the following email address: ssvacancies@arcrelief.org

Please note that ARC retains all applications and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on regular basis hence these positions may be filled before the expiry date of the advert. **Only shortlisted candidates will be contacted for an interview. The Deadline for receiving applications is 20th April 2018 at 5:00 pm local time.**

Approved by *Handwritten Signature*

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