



South Sudan Mission

VACANCY NOTICE

Action Against Hunger (ACF)-USA is part of the ACF-International Network which works to save lives by combating hunger and diseases that threaten the lives of vulnerable communities, through nutrition, food security and Livelihoods, water and sanitation, health and advocacy.

ACF-USA is current looking for suitable candidates to fill the position of Deputy Program Manager-Nutrition (1 Position).

Position open date: 12th may 2017

Closing date: 31st May 2017

Starting date: As soon as possible (ASAP).

Duty Station: Malualkon

Objective 1	Team management:
Tasks & responsibilities	<p>Activities:</p> <ul style="list-style-type: none"> Lead the nutrition program in the absence of the Nutrition Manager Develop and submit the work plan and update on monthly basis; Identify gaps/needs on program activities and training and implement accordingly; Make close follow-up on program implementation and track the quality indicators; Organize and conduct regular monitoring & evaluation; Keep an updated register of the staff complaints, absences, overtime and quality of work; Identify needs, organize and conduct training courses; Organize monthly or need based meetings with the team and report the outcome; Supervise the daily and monthly reports of the team and compile;

	<p>If there is a problem, find out what went wrong and find a solution or else contact your immediate supervisor;</p> <p>In case of a conflict between team members try to mediate;</p> <p>Participate on staff appraisal;</p> <p>Help the program officers in any task, when required</p>
Objective 2	Supervision:
Tasks & responsibilities	<p>Activities:</p> <p>Make sure that entry and exit questionnaires are filled at OTP & SC level;</p> <p>Ensure that monitoring check-lists are properly used;</p> <p>Follow application of the current national protocols;</p> <p>Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters Ensure proper treatment of beneficiaries home follow-up;</p> <p>Participate in surveys</p> <p>Compile the statistical data and draft a report on activities.</p>
Objective 3	Nutrition supplies and stock management
Tasks & responsibilities	<p>Activities:</p> <p>Make sure that the OTPs, SFPs and SC do have sufficient supplies and the monitoring tool is properly filled and compiled;</p> <p>Follow-up on proper utilization of supplies as well as requests;</p> <p>Checking the stock register to make sure that that all the supplies are listed in the register;</p> <p>Follow-up of supplies orders, distribution and consumption;</p> <p>Follow up with the Officers on monthly physical inventory of all nutrition supplies</p> <p>Ensure the use of Bin cards to tract supplies and consumption at all the sites stores</p>

Objective 4	Participate in meeting and community sensitization:
Tasks & responsibilities	<p><u>Activities:</u></p> <p>Plan for better approach for the right health/nutrition message to be used at OTP/community levels and participate in translations</p> <p>Establish proper linkages of the program with food security and WASH as well as referrals;</p> <p>Ensure proper implementation of IYCF</p> <p>Participate in the establishment of a network with the other actors in the working area (NGOs);</p> <p>Ensure establishment of a good understanding of the program within the community;</p> <p>Ensure establishment of linkages and meetings with the community leaders and different group existing in the working area.</p>
Objective 5	Reporting
Tasks & responsibilities	<p><u>Activities:</u></p> <p>Plan and compile reports from all program officers</p> <p>Verify contents of reports and make sure that it complies with the accomplishments.</p> <p>Participate in data management, preparation of weekly and monthly reports</p>

POSITION REQUIREMENTS	
QUALIFICATIONS <ul style="list-style-type: none"> • Minimum of Bachelor/Diploma degree in Nutrition or Clinical studies or nursing • Minimum 3 years' experience of working in CMAM nutrition programme management • Health and Nutrition related certificate 	
SKILLS & EXPERIENCE	
ESSENTIAL	<ul style="list-style-type: none"> • Experience in team management. • Good interpersonal relationship (staff, authorities and communities). • Experience on health management and community based activities.
PREFERRED	<ul style="list-style-type: none"> • Experience in implementation of the IMSAM guideline • Flexibility

To apply send your application with CV, cover letter and three professional references to recruitment.ssd@acf-international.org specifying **Deputy Program Manager-Nutrition** in the title of your email, or deliver your application to: Action Against Hunger Office at Hai Cinema next to Bari church, Juba Town.

The deadline for applications is Friday 3rd March 2017 at 5:30 pm. Note due to urgency of the position we will be reviewing the applications as they come and interviews may be done before the closing date.

Note: Applications submitted are non-returnable

