

Job Advertisement

Surge Nutrition Manager

Aweil -Relocatable

Job Purpose: The purpose of the nutrition manager is to facilitate the achievement of nutrition objectives to reduce morbidity and mortality in South Sudan by delivering quality emergency nutrition services in South Sudan.



A. Key Responsibilities.

Nutrition Management

- Conduct daily supervision to clinics and other nutrition facilities for support and supervision.
- Provide training for local staff in line with the appropriate international and South Sudan guidelines.
- Ensure that regular monitoring and evaluation of intervention implementation.
- Provide input into the integration of beneficiary participation and accountability in all aspects of the project.
- Oversee the process of data collection, collation and dissemination to meet the requirements and deadlines set by Medair and/or external partners.
- Ensure accurate and timely reporting of activities for internal and external reports (e.g. weekly, monthly, quarterly and final reports) as requested by field managers, HQ and donors.

Staff Management

- Assist the Project Manager to manage and oversee the assigned local nutrition team including recruitment, day-to-day management, development and training, appraisals, etc. The team may include certified health staff (e.g. medical assistants, nurses, midwives, community health workers), other nutrition staff (e.g. nutrition assistants, defaulter tracers) and support staff (e.g. cooks, cleaners, guards).
- Assist to facilitate regular team meetings with the assigned nutrition team, reviewing team and individual objectives, ensuring team members are kept informed of issues relevant to their work and providing an opportunity for feedback.
- Ensure the assigned nutrition team members receive relevant and appropriate supervision, coaching, mentoring and training in order to develop their personal and professional skills, knowledge and understanding. This may be through on-the-job training and taught sessions.
- Promote the health and security of the nutrition team by ensuring the application of security guidelines, health and safety in the workplace and healthy living conditions and practices.
- Assist in the recruitment of local field staff within Aweil following all HR policies of Medair and the Government of South Sudan as needed.

Financial Management

- Work with the Project Manager and other Nutrition Managers to manage finances within the field location.
- Coordinate and oversee petty cash requirements of the intervention team, ensuring all required paperwork is completed accurately and in a timely manner.

Communication and Coordination

- Maintain appropriate, regular, transparent and supportive communication structures with the assigned nutrition team, Medair in-country health and nutrition managers and advisors and other relevant stakeholders (e.g. beneficiaries, community leaders, local and national government officials, UN agencies and other NGOs).
- Represent Medair at relevant local level coordination meetings involving local authorities, UN agencies and other NGOs as needed.

Logistics

- Manage the correct and timely ordering of needed stocks and supplies to the field location in coordination with the Project Manager.
- Manage all stocks within the field location ensuring proper stock keeping records are in place.
- Monitor expiration dates of all stocks in the field location to ensure timely use.
- Assist team in intervention planning and preparations in line with intervention check-list.

Quality Management

- Promote and use the Medair intranet and other operating procedures, ensuring that all standardized formats are used and guidelines are followed

- Implement, as far as is possible within operational constraints, relevant policies and standards relating to health service delivery including Sphere and HAP standards, Ministry of Health and donor guidelines and other good practice.
- Participate as requested in Medair internal workshops and distance learning sessions to keep up with changing trends, new guidelines and best practices.

B. Person Specifications

- Degree in Foods, Nutrition and Dietetics, Health or Public Health
- 2 years of post-qualification experience as nutritionist and 1 year of management experience in a nutrition context

Applications deadline: **15th October 2017.**

Please submit your application comprising (1) a comprehensive CV that includes contact details, education and training background, work experience and 3 referees, and (2) an application support statement on how you meet the Person Specifications outlined above to:

Recruitment

Human Resources Department

Medair South Sudan - Theo Road, Hai Tong Ping

or e-mail: recruitment@southsudan.medair.org

