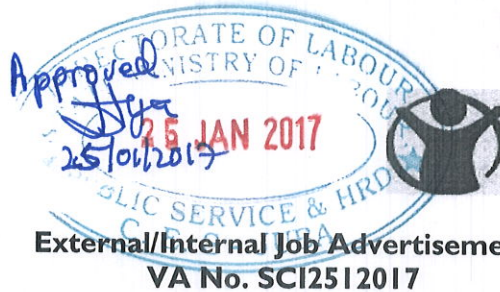


25th January 2017



Save the Children

**External/Internal Job Advertisement
VA No. SCI2512017**

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit:-

Job Title: Assistant Nutrition Survey Manager (1 post)
Location: Juba.
Reports to: Nutrition Survey Manager
Contract Period: 6 Months

JOB PURPOSE:

The Assistant Nutrition Survey Manager will be responsible for designing, planning, conducting, analysing and reporting on SMART survey, NCA, rapid nutrition assessment, and coverage survey activities. This will be directly or with the counties Nutrition Project manager in areas where SCI is implementing Nutrition Activities. The role will be responsible in the direct supervision and data quality check of surveys on a daily base. This role will work with the Nutrition Information technical working group in the approval of proposals and validation of survey reports.

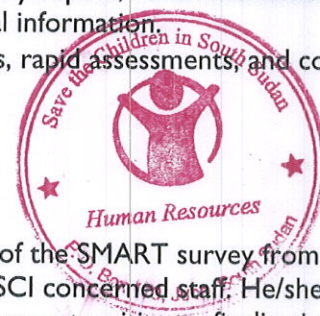
KEY AREAS OF RESPONSIBILITY:

Undertake Nutrition Smart surveys directly with field work and finalization of survey reports in all target Counties SCI is Nutrition response:

- The SMART surveys will be conducted in Lakes, Jonglei and Eastern Equatorial States for ongoing nutrition programming and any other areas prioritised by the Nutrition Cluster. (Akobo, Nyirol, Bor, Wulu and 3 Rumbeks and Other priority locations) as per funding availability.
- Collection of background and general information and contextual information relevant to the survey. The Survey PM is in-charge of the scientific quality of the Survey. S/he will organize for the Counties teams to access to books, reports, key informants interviews, local authorities, etc, according to the needs of the survey.
- Lead the survey team in data collection (following designed methodology), data entry, analysis and processing of information (ENA for SMART, SPSS, Epi Info, Ms Excel etc.).
- Produce survey analysis and reports and guaranty the quality of the final survey report, recommendations and the integrated collaboration with other SCI technical departments for contextual information.
- To write quality technical reports for external release – i.e. nutrition surveys, rapid assessments, and coverage survey, SCI training sessions and/or workshops.
- To disseminate findings among stakeholders, partners, SCI teams, etc.

Effectively manage surveys, teams and internal coordination:

- The assistant SMART survey Manager is required to be managing all aspects of the SMART survey from planning, logistics, budgeting, team recruitment, training, coordination with MoH and SCI concerned staff. He/she will also be responsible to manage the Field work, quality of the survey, analysis and the report writing to finalization.
- Management and Supervision of the survey/assessment teams including: induction, follow up, evaluation, and promotion of positive team dynamics and motivation.
- Collaboration with Nutrition TS ,Nutrition survey manager, Area managers, Nutrition Project Managers -Technical and Field Manager s and any other internal or external resource people in order to ensure the coherence of SCI activities and reports.
- Arrangement and Follow up of the logistics requirements of the surveys' team with the Logistics Department and relevant Field managers and Nutrition teams or Partners.
- Analysing the backup survey as and when required by the programs.



Plan, support and follow up on capacity development with field teams:

- Recruit, train and build technical capacity of the surveys' team in collaboration with the PMs.
- Support to supervision of the survey teams including: induction, follow up, evaluation, and promotion of positive team dynamics and motivation.
- Support SCI Nutrition PMs and Nutrition teams on implementation of the survey recommendations/reforms.
- Planning and facilitating technical capacity building and training sessions for the government ministries and partner NGOs/UN agencies staff/cluster members as and when required.

Appropriately represent SCI and coordinate externally:

- Representation of SCI as and when directed by the Nutrition SM - technical line manager and/or prepare related material to be presented to internal and external audience.
- All internal/external coordination to be done in a culturally appropriate, honorable and respectful manner.
- To arrange the work plans/field work in accordance to the safety and security procedures of SCI South Sudan.

Produce timely and quality reports:

- All technical reports for external release – i.e. Nutrition surveys, rapid assessments: reports are validated by relevant- Technical Specialist from Juba/ Region.
- Reports on any field, training session and/or workshop organized by SCI.
- Monthly reports to be sent to Nutrition SM

Internal relationships:

- Nutrition SM: technical support – exchange of information, validation of information and work plans.
- Nutrition Project Managers- exchange of information, planning and Implementation of Survey and work plans.
- Area Managers : direct supervision– exchange of information
- HR Officers : exchange of information and collaboration on recruitment, training and, if need be, on team management problems
- Others Program Managers:: exchange of information and coordination (integrated approach)

Reporting responsibilities:

- Monthly field activity reports
- Survey concept notes/tools/reports
- Preliminary and final survey reports



SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

QUALIFICATIONS AND EXPERIENCE**Essential:**

- Bachelors degree in statistics, epidemiology, nutrition, public health or related field
- At least 3 years of proven experience in managing nutrition assessments, research and surveys as well as humanitarian work.
- Excellent English communication skills, both verbal and written.
- Excellent knowledge of SMART survey methodology
- Knowledge of ENA delta for SMART and Epi-Info, SPSS or STATA required
- Excellent analytical and report writing skills
- Excellent communication skills
- Good management and representation competencies
- Excellent in influencing and negotiation skills
- Strong understanding of nutrition information and surveillance system, monitoring and evaluation.
- Knowledge of NCA, SQUEAC and KAP methodologies will be of added value.
- Willing for frequent travel to mentor and monitor activities.
- Easily acculturate with remote areas living conditions.
- Ability to absorb and manage workloads and stresses without affecting the quality of deliverables.

Desirable:

- Can travel throughout South Sudan
- Experience in South Sudan.
- Experience in Cluster coordination

Code of Conduct:

Because Save the Children's work is based on deeply held values and principles, it is essential that our commitment to children right and humanitarian principles is supported and demonstrated by all members of staff. Save the Children's Code of Conduct set out the standards which all staff members must adhere to:

**FURTHER INFORMATION & HOW TO APPLY**

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates.

The position must be clearly indicated in your subject-line or envelop.

Deadline for receiving applications is **13th February 2017 by 4.00 PM** via **email at:**
jobs.southsudan@savethechildren.org Or hand delivered to the nearest Save the Children Office.

Please note that:

- This position is open to South Sudanese nationals only.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.