



South Sudan Mission

VACANCY NOTICE.

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

Action Against Hunger is currently looking for a suitable candidate to fill the position of a **Nutrition Program Manager One (1) Position.**

Position Open Date: 25-Nov-2017

Closing Date: 14-Nov-2017

Starting Date: As Soon As Possible (ASAP)

Duty Station: Old Fangak

➤ **Objective 1: Nutrition programme management**

The Nutrition PM is responsible for overseeing the planning and implementation of nutrition activities and the management of the grant/s funding them. As such, he/she is accountable to:

- Supervise treatment of moderate and severe acute malnutrition program as per the national CMAM and SC/ITP guidelines and SPHERE standards.
- Monitor the medical follow up of SAM children with complications for timely referral of severe cases to the closest SC.
- Plan, manage and supervise the delivery of the services provided at the nutrition sites to SAM, MAM and PLWs and follow up of the children, pregnant and lactating women on regular basis.
- Plan, manage and supervise the implementation of prevention activities including screening (active and passive), community mobilization and sensitization.
- Strengthen the referral system and establish network with other partner NGOs and MoH.
- Plan, manage and supervise any other activity included in the grant/s under his/her responsibility.
- Ensure timely and accurate submission of request for supplies, including for procurement if needed, and distribution of the supplies to the nutrition sites.
- Ensure accurate supply chain management, data collection and follow up of deliveries/stocks, and analysis of consumption against the request.

- Ensure collaboration with logistic department on: transportation (from Juba) and storage of therapeutic food, drugs follow up, site rehabilitation requests, security of goods, and weekly/monthly orders.
- Compile and maintain accurate database of all the services provided under the nutrition program.
- Ensure the use of all the standard reporting formats at different levels and for the different activities.
- Ensure the proper filing of all documents related to the project, nutrition services and site management (i.e. patient card, register, stock report, activity report, etc.).
- Prepare monthly activity report (narrative, databases, APR) and other reports and submit to the Field Coordinator and Nutrition Coordinator within set deadlines.
- Analyze data in collaboration with the Nutrition Coordinator and prepare reports as necessary.
- Inform/update the Nutrition Coordinator and Field Coordinator of activities on a regular basis.
- Closely monitor budget follow-up (BFU) and provide Field Coordinator timely suggestions to validate of any necessary changes to adapt to program.
- Define monthly financial forecast to be sent to Field Coordinator and Finance Department.
- Completed end of mission and handover reports are to be submitted to the Field Coordinator before end of mission.

➤ **Objective 2: Team management and capacity building**

- The Nutrition PM is responsible for overall management of the nutrition program, including human resources and capacity building. As such, he/she is accountable to:
- Ensure HR procedures defined for the mission are followed, in collaboration with HR and Field Coordinator.
- Responsible for the recruitment of staff under his/her responsibility in compliance with the organization procedures.
- Responsible to manage Nutrition Team staff and complete timely performance appraisals for the entire team.
- Work closely with Nutrition Coordinator to prioritize Nutrition Team training objectives.
- Provide regular nutrition trainings to the Nutrition Team or as identified necessary and pertinent for team capacity building.
- Conduct weekly meeting with Nutrition team to ensure weekly action plans are understood by all staff.

➤ **Objective 3: Collaboration with other bases and/or departments**

- The Nutrition PM is responsible for promoting integrated activities, in collaboration with other PMs, as well as for facilitating regular follow up and communication with Juba office. As such, he/she is accountable to:
- Collaborate with the WASH team and integrate the WASH messages within the nutrition program using the IEC materials developed/provided by the Mission
- Coordinate with the Nutrition PMs of other static bases for exchange of knowledge and experiences.
- Coordinate with the Logistics Coordinator in Juba to ensure all logistics requirements and procedures are followed.
- Coordinate with the Finance Department for regular follow up of budget expenditures, actual

- Supervision of HR Assistant
- Contribute to HR monthly report
- Assist in handling day to day HR matters
- Provide support in preparation of payroll in the absence of HR Manager
- Provide support in updating expat HRIS in the absence of the HR Coordinator
- Provide support in updating movement plan

➤ **QUALIFICATIONS**

- Degree/ Diploma in Human Resources or any other related field
- At least 2 years of experience working with humanitarian organization.

➤ **SKILLS & EXPERIENCE**

a) **ESSENTIAL**

- Excellent presentation skills
- Training experience and good interpersonal skills
- Solid experience in Human Resource Management
- Minimum 3 years of professional experience in the same field of expertise
- Good communication skills (both oral and written) and excellent command of English
- Ability to work in a multi-disciplinary and multi-cultural environment
- Computer skills-PowerPoint, EXCEL and WORD proficiency is required
- Good analytical skills and organizational capacity
- Proven experience of recruitment and induction of a diverse workforce
- Ability to work under tight deadlines and to share relevant information

b) **PREFERRED**

- Previous experience with NGO or UN agencies
- Working experience in remote areas with basic living conditions
- Payroll management
- Conflict-management and mediation skills

*To apply send your application with CV, cover letter, attach relevant academic documents related to the job and three professional referees to recruitment.ssd@acf-international.org specifying **Human Resources Officer** 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 **14th Nov 2017 at 5:30 PM**. Due to urgency of this 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.

