



## VACANCY NOTICE

Action Against Hunger is a non-governmental organization that aims to provide solutions to hunger. Our mission is to save lives by eliminating hunger through prevention, detection and treatment of under-nutrition, particularly during and after emergency situations linked to conflicts or natural disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods; water, sanitation and hygiene.

Action Against Hunger-USA is currently looking for suitable **South Sudanese** to fill the position of **Nutrition Program Manager (1 position)**.

**Position open date:** February 22, 2018  
**Closing date:** March 14, 2018  
**Starting date:** As soon as possible (ASAP).  
**Duty Station:** Paguir/Old Fangak



### Objective 1: Nutrition program 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 and foreseen.

**Objective 4: Collaboration with County/State Ministry of Health (MoH/SMoH) and other nutrition partners**

The Nutrition PM is responsible for strengthening the nutrition services delivery and the capacity of local partners and stakeholders. As such, he/she is accountable to:

- Establish regular collaboration with Ministry of Health.
- Organize training sessions for MoH staff regarding the detection and the treatment of the severe acute malnutrition (need-based).
- Plan and carry out capacity building activities for Nutrition partners working in the same area of intervention, in collaboration with the Nutrition Coordinator and Logistics department.



## INTERNAL & EXTERNAL RELATIONSHIP

- Field Coordinator: Line Manager/Supervisor
- Nutrition Coordinator: technical support – exchange of information
- Finance Coordinator: exchange of information and collaboration on financial and planning matters
- HR Coordinator: exchange of information and collaboration on recruitment, training and, if need be, on team management problems
- Others Programme Managers: WASH/Security- exchange of information and coordination (integrated approach)

## QUALIFICATIONS

- Must have a Bachelor degree in Nutrition or related Field or Nursing degree with two years' experience
- At least 1 years of experience in nutrition program management as well as humanitarian work

## SKILLS & EXPERIENCE

- Strong understanding of CMAM, nutrition information system, monitoring and evaluation
- Strong understanding of project cycle management, monitoring and evaluation
- Project budget management, reporting and training provision
- Ability to analyze data and produce quality graphs and reports
- Flexible personality, negotiation skills
- Excellent writing and analytical skills
- Excellent communication skills
- Willingness to work in a difficult area on long term basis
- Experience in nutrition program management in emergency set-up
- Experience with Action Against Hunger nutrition activities is highly desirable
- Strong communication and advocacy skills to liaise with authorities and partners

To apply send your application with CV, cover letter and three professional references [recruitment@ssd-actionagainsthunger.org](mailto:recruitment@ssd-actionagainsthunger.org) specifying **'Nutrition Program Manager'** in the title of your email, or deliver your application to: Action Against Hunger Office at Hai Cinema in Juba Town, Next to Bari Church.

The deadline for applications is **Wednesday 14<sup>th</sup> March 2018 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.

**"Female candidates are highly encouraged to apply"**

*Note: Applications submitted are non-returnable*

