

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 nutrition, food security and Livelihoods, water and sanitation, health and advocacy.

Action Against Hunger-USA is current looking for suitable candidates to fill the position of **MET Deputy Program Manager, (1 position)**

Position open date: February 6, 2018
Closing date: February 23, 2018
Starting date: As soon as possible (ASAP).
Duty Station: Roving within South Sudan.

Objective 1	To ensure effective and efficient team management
Tasks & responsibilities	<ul style="list-style-type: none"> Lead the nutrition program in the absence of the Nutrition Program Manager Coordinate with MET departments' team members, local partners and community to ensure linkages of all activities for beneficiaries in the nutrition program. Make feasible weekly work plan in consultation with all nutrition team/FSL/WASH members and develop a weekly movement plan Identify gaps/needs, organize and conduct training of staff/volunteers, Lead MtMSGs; MoH staffs and the community at large courses; Actively participate in the whole process of staff recruitment as required Keep an updated register of the nutrition staff complaints, absences, overtime and quality of work Organize weekly or need based meetings with the team and report the outcome Supervise the daily, weekly and monthly reports of the team and compile the same If there is a conflict , find out what went wrong, mediate and find a solution or else contact the immediate supervisor Check and give the necessary guidance on the way in which the team interacts with the beneficiaries Participate in work evaluation of nutrition staff as required Help the program team in any task when required/requested by the PM
Objective 2	Ensure implementation, supervision and follow-up of MET nutrition program activities
Tasks & responsibilities	<ul style="list-style-type: none"> Facilitate in cross sectorial programming, particularly to promote excellent communication and referral between IYCF, CMAM, FSL and WASH programming Provide technical support to partner staff, MoH and other humanitarian actors as necessary to promote consistent good practice Prepares field visits plans and supervision checklist in advance of trips Make close follow-up on program implementation and track the quality indicators Organize and conduct regular monitoring & evaluation in field sites and ensure that monitoring check-lists are properly used Ensure programme performances are in line with standards and truck the progress of

	<ul style="list-style-type: none"> indicators; Make sure that entry and exit management tools are accurately filled at community level, OTP, TSFP & SC level Follow application of the current IYCF/CMAM protocols as per national and WHO standards Establish/ strengthen activities linked to care practices as per the protocols Ensure clear flow of beneficiaries , proper personal and environmental hygiene during treatment sessions at nutrition sites; Ensure proper treatment of beneficiaries by linking up with CNVs and nutrition team in conducting frequent home follow-ups Supervise and participate in outreach activities, rapid nutrition assessment and surveys. Analyse the nutritional situation based on all nutrition activities conducted (field visits, reports and assessments) Identify and anticipate problems or constraints and seek solutions with the support of the Programme Manager and Field Coordinator;
Objective 3	Nutrition supplies, stock and budget management of MET programme
Tasks & responsibilities	<ul style="list-style-type: none"> Assists the IYCF and CMAM specialists; in case of absence of PM purchase requests to the logistic office, according to ACF-USA procedures and financial constraints; Developing the monthly budget forecast with NUT PM in charge of the base and ensure tracking on the budget component; Ensuring availability of supplies for MET activities: Make sure that the OTPs , TSFP, SC and IYCF centres have sufficient supplies and the monitoring tool is properly filled and compiled Follow-up on proper/accurate distribution/utilization of supplies as well as requests Follow-up of supplies orders, distribution, consumption and checking that all the supplies are listed in the register Ensuring that stock levels are sufficient for the functioning of OTP, TSFP and SC (weekly, monthly or quarterly) Follow up with Nutrition assistants on monthly physical inventory of all nutrition supplies Ensure the use of stock cards/ ledger books to track supplies and consumption at all the sites stores Reports any theft of program activities in any of the program sites with a well written incident report
Objective 4	Participate in meeting and community sensitisations:
Tasks & responsibilities	<ul style="list-style-type: none"> Plan for better approach for the right health/nutrition message to be used at facility/community levels and participate in translations Establish proper linkages of the CMAM/IYCF program with FSL and WASH teams Establish a network with the other actors in the working area (NGOs) Ensure establishment of a good understanding of the program within the community; Ensure establishment of linkages and meetings with the community leaders and different group existing in the working area. Establish feedback mechanisms with community members on nutrition activities carried out in the area In the absence of the Nutrition Program Manager, present ACF-USA in NNGO/INGO coordination meeting.

Objective 5 Reporting	
Tasks & responsibilities	<ul style="list-style-type: none"> • Prepare quantitative/qualitative weekly and monthly reports for CMAM and IYCF Program activities with analysis of the trends of program activities; • Directly after each meeting, generate meeting minutes and share them with the line manager; • Verify contents of reports and make sure that it complies with the accomplishments; • Assists in drafting reports to donors in accordance with contractual dispositions.

Internal & External Relationship	
Internal	<ul style="list-style-type: none"> • MET Programme Manager - hierarchical relationship – technical support – exchange of information, and direct supervisor. • IYCF/OTP Supervisor/SC Officer - Exchange of information and supervision. • Other program Managers/field staffs-Exchange of information and integration.
External	<ul style="list-style-type: none"> • Local community leaders: exchange of information, & collaboration of activities. • Local government medical authorities: exchange of information, and coordination. • Field staffs of international/national aid organizations: exchange of information and collaboration.

REPORTING RESPONSIBILITIES

- Weekly field activity reports
- Monthly field activity reports
- If required participate and contribute to donor reports (interim & final)

POSITION REQUIREMENTS

QUALIFICATIONS

- Diploma in Nutrition/Clinical Medicine/Nursing.
- 2 years' experience in Nutrition program activities.

SKILLS & EXPERIENCE

ESSENTIAL	<ul style="list-style-type: none"> • Good computer skills. • Good analytical skills and ability to synthesize. • Experience in data entry and its analysis. • Good interpersonal skills, Flexibility, Dynamism (very active and proactive), creativity, etc. • Excellent communication skills in English and preferably Arabic • Ability to manage and build the capacity of the team • Experience working in emergency programs is desirable
PREFERRED	<ul style="list-style-type: none"> • Clear understanding of Team Work. • Flexible personality and negotiation skills. • Willing to work under pressure.



South Sudan Mission

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

The deadline for applications is Friday February 23 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

