

21 October 2022



Job Advertisement

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: Nutrition Coordinator (1 post)

Location: Bor

Reports to: Area Nutrition Programme Manager

Contract Period: TBC Months

ROLE PURPOSE:

Nutrition Coordinator will be responsible for the overall management and supervision of planning, implementation monitoring and evaluation of nutrition projects that will work intensively with indigenous partner NGOs in Bor County; to build their capacity to setup and operate facility as well as community based nutrition services. He or she will ensure that rapid expansion of access to nutrition services through building the capacity of the primary health care network to integrate community based management of severe acute malnutrition within already established primary health services with support of Area Nutrition Program Manager.

KEY AREAS OF ACCOUNTABILITY:

Implementation, and team management

- Coordinate and manage overall nutrition program management in the county, and ensure implementation of activities in collaboration with the Zonal Nutrition Program Manager, Logistics and Administration departments
- Develop plan of work for OTPs, IYCF, CM, SC and SFPs activities as well as any other health activities according to the expected progress of the active projects.
- Evaluate and update project needs (HR, financing, logistics).
- Liaise with relevant government county authorities and ensure the programme strategy, objectives and activities are understood and agreed and appropriate communication channel is in place.
- Ensure sound monitoring of program activities, linking with M&E team at field level.
- Provide advanced word processing support by creating complex spreadsheets, maintaining databases and creating high quality reports, presentations, and other documents.
- Involve in the preparation of key nutrition and health messages in reference to the existing health and nutrition education materials.



- Organize monthly meetings with the team and report the outcome to the head of the programme.
- Keep an updated register of the staff (absences, overtime)
- Supervise Nutrition staff and operations of feeding centres, distributions sites and community outreach workers and stabilization centres; conduct evaluation and appraisal of staff as is required
- Help the Health, OTP and SFP team in any task when required
- Organize and carry out nutrition trainings for MOH staff & Nutrition workers and volunteer groups on management of acute malnutrition.

Monitoring and supervision of nutrition program in the county

- Supervising admission of patients to SC, OTP, SFP as well as any health component incorporated into the active projects.
- Supervising treatment and progress of patients.
- Ensuring adherence to and respect of current MOH/ GoSS guidelines, protocols and donor requirements
- Analysing nutrition situation and prevailing trends.
- Compiling statistical data and draft appropriate reports on activities.
- Compile and submit weekly, bi-weekly and monthly routine OTP/SFP reports, and contribute to donor reporting.
- Organize regularly evaluation meetings of team members.
- Write reports to document the process of implementation, lessons learnt and good practice and ensure information is widely disseminated.

Nutrition supplies and stock management

- Checking that all the supplies are listed in the register
- Compile stock requests for the various distributions sites
- in the follow-up of supplies consumption and orders
- Ensuring that stock levels are sufficient for the functioning of SFP and OTP (weekly, monthly or quarterly)
- Make monthly physical inventory of all nutrition supplies, and submit monthly stock reports

Meeting and coordination with the relevant sectors

- Represent SCI in all coordination meeting (Nutrition cluster, HCF, ICWG meetings at state and county level) and any other ad-hoc meeting of nutrition.
- In liaison with the Area Nutrition Programme Manager, establishing network with the other actors in the area
- Develop productive working relationships with Government, Non-Governmental institutions and other project partners
- Establishing linkage with other Nutrition specific and sensitive sectors community leaders and other representatives
- Participate in the relevant cluster meetings and other related forum at County or State level as and any rapid assessment in the county.
- Conduct regular meetings with other program and health facility staff to discuss and document lessons learned



- Assist in organization of project workshop and seminars, trainings including preparation of short reports
- Maintain a training database for trained health workers on the various components of nutrition
- In consultation with the Nutrition programme Managers identify expansion areas for implementation

Human Resource Management

- Support recruitment and deployment of CNWs, MTMSG, and CNVs
- Ensure that CNWs prepare individual annual work plans, and periodically review them for progress.

Finance & Grant Management:

- Support the nutrition program manager track budgets and ensure spending on the program is in line with the approved budgets.
- Support finance team in Submission of finance reports.
- Support the quantification, procurement plan development, raise procurement plans and support purchase of nutrition supplies
- Monitor the use of nutrition supplies.

Reporting:

- Work with the Nutrition and YCF officers, as well as MEAL team to compile and submit reports timely
- Manage and support the county nutrition team to prepare monthly and quarterly program reports,
- Prepare field trip reports.
- Prepare briefing notes on the program for nutrition and field manager

Safety & Security

Ensure safety of the nutrition program staff at the different field implementation sites by monitoring the security situations at these sites and enforcing advisories from the safety and security in collaboration with the respective Field Managers.

QUALIFICATIONS AND EXPERIENCE

- Health / Public Health / Nutrition / Nursing BSc or equivalent
- Demonstrable management experience, including budget holding responsibility
- 2-3 years of experience in emergency nutrition work and the design and implementation of feeding programmes (ideally CMAM, CIYCF), including monitoring and evaluation
- Experience in conducting nutrition assessments and an understanding of nutritional surveillance and information systems
- Experience of working with local partners and building capacity



- Proven capacity to supervise, train and coach staff
- Willingness and capacity to be flexible and accommodating when faced with difficult and frustrating working conditions
- Prepared to live and work in an uncertain security environment and spend up to 3 months at a time in remote locations embedded with partner organisations
- Ability and willingness to frequently travel and stay at the field
- Commitment to and understanding of Save the Children's aims, values and principles
- Experience and ability to represent Save the Children in South Sudan's nutrition work in external meetings
- Demonstrable ability at report writing and excellent communication skills
- Computer literacy and proficiency in MS Word and Excel spreadsheets
- Fluency in written and spoken English and local languages

Desirable

- Qualified nurse with primary health care / community health care experience

Only Female candidates are highly encouraged to apply

The Organisation

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education and child protection. We also campaign and advocate at the highest levels to realise the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and that,
- Violence against children is no longer tolerated

We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive environment where ambition, creativity, and integrity are highly valued.

Application Information:

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at <https://southsudan.savethechildren.net/careers>

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face any difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR support

Deadline for submitting applications: 9th, November, 2022.

