



HEALTHCARE FOUNDATION ORGANIZATION

To improve and advance the "Quality of Healthcare" in South Sudan and its Regions

(The position is open to South Sudan National Only)

JOB VACANCY ANNOUNCEMENT
VA/HFO/SSHF/063/2022

Job title:	Nutrition Assistant (1 position)
Reporting to	Nutrition Officer
Department:	Health and Nutrition Department
Hours:	40 hours per week
Duty station:	Canal/Pigi County, 100% field present
Opening date	September 19 th , 2022
Closing date	October 6 th , 2022
Starting date	ASAP

50-11-02
 MINISTRY OF LABOUR
 Approved
 19 SEP 2022
 19/9/2022
 REPUBLIC OF SOUTH SUDAN

BACKGROUND

About Healthcare Foundation Organization (HFO) was founded in 2015 in South Sudan over 7 years ago and has built a long-term, local presence in Equatoria Region (Central Equatorial State, Upper Nile Region (Jonglei State, Fangak, and Canal/Pigi Counties), Unity State, Rubkona, Guit, and Leer Counties) and Bahr El Ghazal Region (Northern Bahr El Ghazal, Aweil East County) & Warrap State, Twic East, and Gogrial East Counties). Regional Office in Sudan with head office in Khartoum, White Nile State, and the Blue Nile States. Our Country team of advisors uses their specialist expertise in Health, Nutrition, Protection, Food Security, Education and Water, Sanitation, and Hygiene. We work in the above States to support over 300,000 poverty-fighting developments and humanitarian aid projects.

HFO has been working in South Sudan since 2017 and is currently working in four States. Our services are in line with Humanitarian core policies and are tailored for specific South Sudan organizations, initiatives, and regions. HFO would like to implement an anticipated Program. For more information, please visit HFO's website at www.hfo-ss.org We wish to recruit interested and qualified applicants (South Sudanese national only) for the following position:





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OUR VISION STATEMENT

HealthCare Foundation Organization (HFO) inspires hope and contributes to health and well-being by providing the best care to every community through integrated clinical practice and education toward self-reliance.

OUR MISSION STATEMENT

HealthCare Foundation Organization (HFO) exists to inspire, empower and transform communities to move towards self-reliance through the provision of holistic social services and development assistance to the people of South Sudan and Sudan.

1.0 PURPOSE OF THE POSITION:

The key focus of the Nutrition Assistant is to assist the Nutrition Manager to manage and oversee the emergency nutrition programs in HFO's operations areas. The Nutrition Assistant will provide technical oversight and management of all emergency nutrition interventions such as BSFP, TSFP, OTP, SC, and IYCF-E. S/he will ensure that emergency nutrition projects are implemented in line with project proposals and plans - on time, within scope and budget, and ensuring quality and adherence to national and regional standards and HFO guidelines. The Nutrition Assistant will promote collaboration and coordination with SSHF/OCHA, NRC, and other partners operating in the area and will participate in regional nutrition meetings as required.

2.0 KEY DUTIES AND RESPONSIBILITIES ARE:

- Provide management in the form of oversight, planning, prioritization, coordination, coaching, and supervision to the nutrition team.
- Ensure that the nutrition program is implemented to a high-quality standard and is in line with project plans.
- Build and strengthen the capacity of HFO field staff through training, monitoring and follow-up.
- Develop annual, monthly, and weekly work plans and ensure their implementation so that project deliverables are implemented according to the approved donor proposals.
- Identify obstacles/challenges encountered and work with the project team to find and implement solutions



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Website: <http://hfo-ss.org/>

Email: info@hfo-ss.org / healthcarefoundation.org@gmail.com

Address: Kololo road behind Catholic University of South Sudan / Plot No: 143 blocks (1) Juba Nabari




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- Review expenditure and carry out budget management responsibilities

4.0 JOB QUALIFICATIONS:

- Associate Degree in Nutrition, Health, and wellness or related field
- Dietetic Technician, registered (DTR) would be advantageous
- A minimum of two years' experience in a similar role.
- Extensive experience in obtaining dietary information and assessing requirements.
- Experience in educating patients and their families on nutrition and dietary requirement.
- Advance ability to collaborate on nutrition plans and facilitate interventions, when required.
- Ability to follow prescribed Meal provision standards and protocols
- Excellent interpersonal and communication skills.

5.0 HFO STATEMENT:

- HFO staff must adhere to the values and principles outlined in the HFO Code of Conduct and Ethics, HR Policy Manual, Prevention from Sexual Exploitation and Abuse policy, GBV, and Child Safeguarding Policies.
- In accordance with these values, HFO enforces policies on beneficiaries, partners, and services providers to protect vulnerable groups from being exploited and to ensure a safe environment free from harassment.

6.0 HOW TO APPLY:

- ✓ Applications should be addressed to Human Resource & Administration Manager by quoting the vacancy number not later than **October 6th, 2022 @ 5.00 PM.**
- ✓ Applications received after this date will not be considered and submitted using the email address: recruitment@hfo-ss.org and copy recruitmentshfo.org@gmail.com
- ✓ Due to limited internet space, **HAND DELIVERY** of Applications is allowed, and please find the address of the HFO Office below this advert.
- ✓ Hand delivers to HFO security Guard in Tongpiny, off Catholic University of South Sudan or Near to UNIDOR Office



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- ✓ Due to the **URGENCY** of these positions, applicants **WILL BE** selected on a rolling basis and before the dateline.
- ✓ **Qualified female applicants are particularly and strongly encouraged to apply!**

HFO Employment statement: Healthcare Foundation Organization (HFO) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, or marital status.

@HFO HR & Administration department 2022



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