



## **VACANCY ANNOUNCEMENT**

*Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in 9 countries: Kenya, South Sudan, Nigeria, Pakistan, Cambodia, Tanzania, Uganda, Somalia, Haiti. Action Against Hunger-USA has over \$110 million in programs, and approximately 2000 staff based in the various country offices and the three Head Quarter Locations of New York City, Washington D.C and Nairobi. Additional growth is anticipated.*

Action Against Hunger USA is currently looking for a qualified **South Sudanese National** to fill the position of **Field Research Program Manager-01** position (Based in Aweil East- Malualkon)

Position open date: **September 3, 2021**

Closing date: **September 17 , 2021**

Expected Start date: **October 1, 2021**

Contract Duration: **1 Year**

Location: **Malualkon- Northern Bar El Gazal State**

### **PURPOSE AND SUMMARY OF THE POSITION**

To serve as the primary person responsible for implementing data collection processes for the study in South Sudan. Will be the point of contact (with support from the Field Research Coordinator) for all matters related to the study and will be responsible for ensuring all data collection and data entry processes are completed according to the study protocols and standard operating procedures. Has good judgement and problem-solving skills, and have strong communication skills and documentation habits. The field research program manager needs to have well-developed interpersonal skills (to be able to develop good rapport with data collectors and other in-country stakeholders) and be familiar with Community-based Management of Acute Malnutrition (CMAM) programming.

### **TASK & RESPONSIBILITIES**

The Field Research Program Manager will be responsible for all in-country day-to-day activities regarding the implementation of the Relapse Research Study in South Sudan, with supervision and support from the Field Research Coordinator, Summarized below are some of the Key Roles and Responsibilities among Others:-

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Key to the role is quality and timely implementation of the research study in the selected area.

#### **Objective 1: Oversee all data collected**

- ❖ Serve as the in-country point of contact to achieve in-country IRB approval (with support from AAH-USA and country team)
- ❖ Coordinate closely with the study PI (AAH-USA) by participating in regular (weekly/bi-weekly) calls with the PI to communicate progress in recruitment, enrollment, completion of follow-up

visits by participants, as well as submitting weekly reports regarding data collection, data entry, and other study activities

### **Objective 2: Lead the hiring process of data collection staff and manage all data collection staff**

- ❖ Hire, train, and manage all data collection staff
- ❖ Oversee proper informed consent process implemented by data collection staff
- ❖ Ensure quality of data collection and fidelity of study protocol implementation
- ❖ Work closely with community health workers/volunteers as well as CMAM clinic staff to identify and enroll participants
- ❖ Track enrollment progression of both post-SAM children and non-SAM children
- ❖ Enter all data into electronic data bases and reconcile any data entry errors with original hard copy forms
- ❖ Conduct regular meetings with data collection staff and provide supportive supervision as needed
- ❖ Frequently visit clinics and attend household data collection to monitor activities and to ensure study protocols are implemented correctly.

### **Objective 3: Oversee and manage all logistics associated with the study**

- ❖ Manage the distribution of study supplies to participating staff, clinics and laboratory to ensure stock matches data collection needs
- ❖ Review and monitor stock reports on a regular basis from the clinics and laboratory
- ❖ Raise and track procurement requests in a proactive manner so that all activities are appropriately supplied and delays do not occur
- ❖ Regularly coordinated with the in-country logistics team to ensure smooth and timely delivery of supplies to appropriate locations
- ❖ Coordinate movement plans according to the needs of the study and data collection.

### **Objective 4: Keep track of all data in country**

- ❖ Track participant completion of follow-up appointments and manage the CHWs who travel to the field to encourage caregivers to return to the clinic for their follow-up visits
- ❖ Oversee the anthropometric measurements by data collectors and OTP clinic staff during the follow-up visits to ensure accuracy in data

### **Objective 5: Oversee and collaborate in the data analysis**

- ❖ Oversee household surveys, water sample collection and analysis, food sample collection and analysis, rectal swab collection and dried-blood spot collection, and ensure compliance with study protocols with support from LSHTM
- ❖ Collaborate closely with AAH Nutrition and WASH Heads of Departments



- ❖ Collaborate closely with OTP/TSFP clinic staff to obtain OTP/TSFP clinic data of each post-SAM participant and transfer data from clinic forms into electronic database for the research project
- ❖ Perform other duties assigned as needed

#### GENDER EQUALITY COMMITMENTS

- ❖ Fostering environment that supports values of women and men's equal access to information.
- ❖ Provides an environment where women and men must be promoted based on the performance objectives.
- ❖ Respect for beneficiaries, women, men, children (boys & girls) regardless of gender, sex, disability, religion, etc.
- ❖ Value and respect for all cultures.
- ❖ Promote and uphold the PSEA policy and procedures

#### INTERNAL & EXTERNAL RELATIONSHIPS

INTERNAL	<ul style="list-style-type: none"> <li>❖ <u>Other Heads of Departments</u>: collaboration – exchange of information</li> <li>❖ <u>Logistics HOD</u>: exchange of information and collaboration on logistics matters</li> <li>❖ <u>Field Research Coordinator &amp; NBeG Head of Base</u>: hierarchical relationship (report to) - technical support - exchange of information and close collaboration on reporting.</li> <li>❖ <u>CD</u>: exchange of information, departmental reports when required.</li> </ul>
EXTERNAL	<p><u>Sectorial governmental and non-governmental stakeholders</u>: partnership, technical exchange or experience sharing, coordination, training, participation in meetings</p> <ul style="list-style-type: none"> <li>❖ <u>Donors</u>: on Relapse Study matters or as representative of Research Program Team.</li> </ul>

#### DELIVERY

- ❖ The Field Research Program Manager will be responsible for overseeing the day-to-day activities, including management of data collectors and other study-specific staff, in the field as it relates to data collection and data entry according to the study protocol.

#### POSITION REQUIREMENTS

##### QUALIFICATION

- ❖ A bachelor's degree from an accredited college or university in a major such as social or health science with 5 years relevant experience in nutrition programming, M&E, and/or research in the field.

##### SKILLS & EXPERIENCE

ESSENTIAL	<ul style="list-style-type: none"> <li>❖ Experience implementing and overseeing CMAM programming</li> <li>❖ Training in and proven knowledge around nutrition programming in low-income countries;</li> <li>❖ Fluent in English (written and verbal)</li> <li>❖ Proven experience with field work</li> <li>❖ Possess strong organizational skills and attention to detail.</li> <li>❖ Possess strong team management skills.</li> <li>❖ Ability to take initiative and prioritize multiple tasks with minimum supervision.</li> <li>❖ Excellent interpersonal skills, ability to work both independently and as a member of a team</li> <li>❖ Should have excellent emotional intelligence, be flexible, adaptable, and resilient, and able to live and work in basic conditions for the entire period of data collection</li> </ul>
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PREFERRED	<p><b>Functional Competencies (required)</b></p> <ul style="list-style-type: none"> <li>❖ Knowledge of MS Office Suite required and comfortable working with computers with minimal IT support</li> <li>❖ Ability to live and work in basic conditions in a limited-resource country with travel to remote locations for the duration of data collection (approximately 12+ months)</li> <li>❖ Experience organizing and participating in field-level data collection as part of a research study or program monitoring and evaluation;</li> <li>❖ Experience with mobile data collection tools (e.g. Kobo) (preferred but not required)</li> </ul>
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### Anti-Discrimination and PSEA Commitment

We provide equal employment opportunities (EEO) to all employees & qualified applicants for employment without regard to race, color, religion, gender, ancestry, national origin, age, handicap, disability, marital status, or status as a veteran. The incumbent is required to carry out the duties in accordance with the Action Against Hunger Safeguarding policies (PSEA, Child safeguarding and Code of Conduct). Action Against Hunger-USA complies with all applicable laws governing nondiscrimination in employment.

To apply, please! Send your cover letter, Nationality Identity Card, CV with three professional References and Copies of all Academic Documents to [recruitment@ssd-actionagainsthunger.org](mailto:recruitment@ssd-actionagainsthunger.org) specifying **Field Research Program Manager**: as the title of your email.

The deadline for receiving applications is **Friday September 17, 2021 at exactly 4:30 PM CAT**. We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact through email or Phone.

"Hand Deliver your Hard Copy Applications to our Field Office in Malualkon- (Aweil East) and our Aweil Center Office"

"This Position is Open to South Sudanese Nationals Only"

"Qualified Female Candidates are strongly encouraged to apply"

"Applications sent after the Deadline shall not be considered"

"Any Applications sent without the required Attachment (Nationality Card for clear Identification of the Candidates Nationality) will automatically be discarded"

Applications Documents Received shall not be returned to the Candidates hence, do not attach Original copies of your Academic Documents.

