



50-H-3
Approved by
Inspector of Labour
18/6/2026

South Sudan JOB VACANCY



Position Title: Nutrition and Area Coordinator (1 positions)

Location: Melut

Reports to: Deputy Country Director-Programs

Supervises: Multiple positions

Relocation: Non-relocatable

Contract Type: Fixed term contact

Vacancy Number: RI-SSD-HR-2026.06-JB002

About RI:

Relief International is an international non-profit organization that partners with communities impacted by conflict, climate change and disaster to save lives, build greater resilience and promote long-term health and wellbeing. People living in fragile settings face complex, interconnected and deep-rooted crises that often tear a hole in the social fabric of communities. When this happens, our teams work closely with community leaders; first focusing on critical health needs, and then, as communities recover, focusing on both health and wellbeing programming that helps reweave the social fabric for greater resilience in the future. Our team of more than 7,000 staff and local volunteers work in 15 countries across Africa, Asia, and the Middle East, providing Health and Nutrition, WASH (Water, Sanitation, and Hygiene), Education and Livelihoods programming that is safe, truly local, conflict sensitive, climate smart, evidence based, and reaches those in need. Relief International is a 60-year-old international NGO alliance that is the product of mergers and alliances between four organizations. Today, Relief International is comprised of Relief International, Inc., Relief International-France, Relief International-UK and Relief International-Europe, all of which are led by a single senior leadership team.

Position Summary:

The Nutrition Coordinator will be responsible for the overall management, coordination, implementation, and quality assurance of all UNICEF and WFP-supported nutrition projects, including CMAM, MIYCN, and related nutrition interventions. The position will ensure effective project implementation, sound budget management, compliance with donor requirements, timely reporting, and achievement of project targets. In addition, the coordinator will serve as the Area Coordinator and Relief International focal person in the county, providing strategic leadership, representation, security oversight, inter-departmental coordination, and support to all RI operations within the area.

Key Responsibilities

Project Management & Implementation;



- Lead the planning, implementation, monitoring, and reporting of all WFP- and UNICEF-funded projects, and nutrition activities.
- Ensure project activities are implemented in line with approved proposals, work plans, donor guidelines, and organizational standards.
- Oversee day-to-day project operations to ensure timely, effective, and high-quality delivery of services.
- Monitor project progress against targets and develop corrective action plans where necessary.
- Support project design, assessments, proposal development, and project modification processes.

Budget Management

- Manage project budgets and ensure efficient, accountable, and compliant utilization of funds.
- Lead and participate in monthly Budget Versus Actual (BVA) reviews.
- Track expenditures, prepare forecasts, identify risks, and address budget variances in collaboration with finance teams.
- Ensure value for money and cost-effective implementation.

Donor Reporting and Engagement

- Prepare and submit high-quality donor reports within agreed timelines.
- Ensure timely submission of monthly, quarterly, and ad hoc reports through donor platforms.
- Maintain regular communication with WFP, UNICEF, and other stakeholders.
- Support donor visits, audits, evaluations, and review missions.

Coordination and Stakeholder Engagement

- Serve as RI's senior representative and focal person in the county.
- Provide leadership, oversight, and coordination across RI programs and support departments operating in the area.
- Facilitate coordination between program, operations, logistics, finance, HR, and security functions.
- Support access negotiations and engagement with local authorities and community leaders.
- Monitor contextual developments and provide regular updates to senior management.
- Support safety and security management and ensure compliance with RI policies and procedures.
- Lead area-level planning, review meetings, and operational coordination mechanisms

Monitoring, Evaluation, Accountability and Compliance

- Ensure accurate data collection, documentation, analysis, and reporting of project indicators.
- Support monitoring, evaluation, accountability, and learning activities.
- Promote data quality and evidence-based decision-making.
- Ensure compliance with donor requirements, humanitarian principles, safeguarding standards, and organizational policies.

Qualification and Minimum Requirements:

Applicants should;

- Bachelor's degree in Nutrition, Public Health, Health Sciences, or a related field. Master's degree is an added advantage.

- Minimum five (5) years of progressively responsible experience managing nutrition and food security programs funded by WFP, UNICEF, or other institutional donors.
- Demonstrated experience in project coordination, representation, and team management.
- Strong experience managing donor-funded programs, commodities, budgets, and reporting requirements.
- Experience working with government health and nutrition structures and humanitarian coordination mechanisms.
- Experience in remote management and emergency response programming is highly desirable.

Skills & Competencies

- Strong leadership, coordination, and people management skills.
- Excellent project and budget management skills.
- Proven donor reporting and compliance experience.
- Strong representation, negotiation, and stakeholder engagement skills.
- Excellent analytical, planning, and organizational abilities.
- Ability to work independently and under pressure in complex humanitarian environments.
- Strong computer skills, including Microsoft Office and donor reporting platforms.

GENERAL CONDITIONS:

- Applicant must not be a person without bad records or have been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child Abuse cases.

We would like to share Relief International's values with you:

- We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:
- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability



APPLICATION SUBMISSION CRITERIA

HOW TO APPLY:

- Aspiring, potential, and interested applicants should submit copies of non-returnable motivational letter, national ID, CV and copies of academic documents through <https://ri.bamboohr.com/careers/361>. All above mentioned documents should be non-returnable.
- **Or** All above mentioned documents in a sealed envelope to Relief International office in Melut Couty or Juba Na-Bari Plot 347, Block 2-K or field offices
- Because this position is urgently needed to be fill, short listing shall be conducted before the deadline/as applications are being received (On rolling basis) and only shortlisted applicants will be contacted within two weeks of closing date.
- This is a national position.
- Deadline: 8th July 2026-4:30 pm SSD local time

Qualified Female candidates are highly encouraged to apply

