



Vacancy Announcement

Job Title:	Nutrition Program Manager
Location:	Juba 60%, Field 40%
Reporting to:	Program Director
Supervising:	Nutrition Coordinators
Opening Date:	24 th October 2025

1. ABOUT US

ARDF is a leading non-profit, non-governmental National organization registered with the Relief and Rehabilitation Commissions under the South Sudan NGO 2016 Act, with Registration No. 834. ARDF is currently operating in three states of South Sudan, including Upper Nile, Northern Bahar El Gazal, and Central Equatoria State, providing multisectoral programs within its thematic areas of Health and Nutrition, WASH, FSL, Protection, and Education. ARDF's mission is to save lives, improve Health, alleviate poverty, and suffering. Our Approaches include innovations, Research, community engagement, Outreach programming, inclusive programming, and focusing on immediate lifesaving while laying the groundwork for long-term impact.

2. PURPOSE OF THE POSITION:

The Nutrition Program Manager is responsible for overall leadership and management of ARDF's Nutrition programs in Northern Bahar El Gazal and Upper Nile State, including effective coordination with other actors, timely implementation of program activities, and effective response to emerging nutrition needs. The nutrition PM responsibilities include overall implementation of project components such as needs identification, new program development, budget management, implementation planning, procurement planning, staff management, program reporting, coordination, monitoring and supervision, and capacity building of nutrition staff.

The position will directly support the SMOH and CHD in coordination, planning, monitoring, data collection, and reporting of nutrition activities in Upper Nile and Northern Bahar El Gazal. In addition, the post holder will actively participate in Nutrition Sub-cluster meetings in Upper Nile and Northern Bahar El Gazal.

3. KEY AREAS OF RESPONSIBILITY

a) Program Implementation

- To ensure supervision of the nutrition program in Upper Nile and Northern Bahar El Gazal.
- Develop a detailed implementation plan and keep it up-to-date throughout the implementation period.
- Ensure that the implementation of the Nutrition program is in line with SPERE standard and ARDF internal standard, and policies.

- Liaise with SMOH and CHD in monitoring of implementation of nutrition programs as per South Sudan CMAM protocol through field visit to outpatient therapeutic care (OTP), Stabilization centre (SC), and targeted supplementary feeding program (TSFP), and community mobilization
- Ensure the NIS database for nutrition is maintained and updated monthly in all the targeted counties.
- Equip all nutrition facilities with nutrition supplies, drugs, and equipment as per the South Sudan CMAM protocol in a timely manner for the provision of nutrition services.
- Ensure qualified Nutrition program staff are recruited to deliver quality nutrition services.
- Oversee the implementation of MIYCN and mentor the nutrition program staff in excellent care protocols in line with internal, donors, and international standards
- MYCN M2M support groups are established through local authority engagement
- Trained IYCF officer and Nutrition officer to guide mothers to mother support groups
- Provide leadership to the nutrition team to recognize the women care group, including new members, strengthening lead mothers, and the formation of the men's care group.
- Work closely with community leaders and program staff to conduct community dialogue meetings with leaders and institutional leaders from other sectors, including education, health, agriculture, and religious leaders and county authorities, quarterly to increase community awareness on the burden of malnutrition in the community.
- Provide leadership in strengthening the linkage between the nutrition program and the agriculture and food security program through cooking demonstrations.
- In coordination with the nutrition program, ensure that all lead mothers (LM) and Lead Fathers (LF) are trained on initiating LM/LF MUAC screening, and ensure all lead mothers are equipped with MUAC tapes to screen all neighborhood children under 5 years of age for malnutrition
- Liaise with Community leaders, Lead Mothers, Lead fathers are linked to the nearest CMAM treatment sites in their localities for health care and nutrition support whenever the child is screened or suspected to be malnourished.
- Provide leadership to the Nutrition program staff to educate communities, lead mothers, and lead fathers on the establishment of the Kitchen garden.
- Liaise with the supply chain manager to develop a procurement plan and keep it up-to-date throughout the implementation period.
- Ensure all project-related procurement is done in accordance with donor guidelines and ARDF internal control procedures
- Ensure proper budget management and spending monitoring to avoid overspend during implementation.
- Participate in the Nutrition program monthly BVA meeting.

b) Integration of Nutrition Program with Health Program

- Liaise with the Health Program Manager to ensure the nutrition program is integrated into the health services provision.
- Ensure all Health providers, including nurses and clinical officers, conduct regular screening of children under 5 years for malnutrition and refer to the CMAM center.
- Ensure all nutrition reports from the facilities are thoroughly harmonized and reported under one facility leadership.

c) Nutrition Staff Management

- Ensure all Nutrition project staff listed in the budget are hired and supported so that they can implement the activities they are responsible for and supervise project staff in their daily workplace.



- Conduct performance appraisal for all project staff
- Conduct a capacity development plan and develop a detailed training plan for the project staff.

d) Capacity Building

- Support Nutrition training in the operational Counties and ensure the database of the trained Staff is kept and shared with stakeholders and donors
- Compile all training reports and share with relevant stakeholders, and ensure copies are filed
- Provide more support to the training of MOH staff in the facilities, including Nurses, Clinical Officers, to manage acute malnutrition
- Provide support for the collection of data, compilation, and reporting timely manner
- Establish and maintain an accurate reporting system through continuous communication with field Nutrition staff.

e) Monitoring and Supportive supervision

- Undertake regular supportive supervision in collaboration with CHD to all nutrition facilities, ensuring quality nutrition services are provided
- Provided regular mentorship to the nutrition staff to enable them to provide quality nutrition services
- Conduct a nutrition capacity needs assessment for all facilities and design relevant nutrition training for the staff.
- Undertake regular follow-up of the recommendations agreed during the supportive supervision.

f) Support in Survey

- Provide technical support for SMOH and partners in conducting a nutrition survey
- Ensure quality nutrition survey (SMART KAP Assessment, and Rapid Assessment) is conducted in our operational locations, and ensure coverage reaches.
- Provide technical support to counties in developing the program and beneficiary target.

g) Program Coordination

- Coordinate with project team members, including the Nutrition Coordinator and Nutrition officers, to ensure the timely implementation of planned activities
- Support state and county-based Coordination meetings
- Provide leadership in strengthening the linkage between the nutrition program with Health, Food Security, WASH, and relevant Sectors
- Participate in multi-agency Assessment and evaluation
- Work closely with the state Nutrition Cluster to ensure nutrition contingency plans are developed
- Participate in State Nutrition Cluster meetings and, together with state nutrition focal points, coordinate timely nutrition response in emergencies with the state.
- Participate in the quarter Nutrition review meeting at the state and National level.
- Represent ARDF in any other forum relevant to the organization's mission.

h) Reporting

- Ensure Weekly, Monthly, and Quarterly updates of CMAM recoding tools, gather and analyze data on project progress (measured against set project indicators)
- Ensure all facilities submit monthly reports timely manner, and are entered into DHIS2 and following an initial exchange of feedback between CHD/Project staff and Nutrition staff to ensure clarity and quality of data submitted.



- Prepare Quarterly progress report and share with stakeholders and donor's timely manner

i) Program Design

- Liaise with the MEAL team to design the project Log frame
- Undertake needs assessment for any program development. Ensure the community is engaged in the identification of program needs
- Responsible for the design and development of a nutrition program proposal.

4. QUALIFICATIONS, SKILLS, AND COMPETENCIES

- **Mandatory** - University degree in any of the following fields: Nutrition, Nutritional Health, Nursing, or Clinical Medicine, with a **Master of Public Health or Nutritional** or related field.
- **MUST:** Minimum of 5 years of experience in a community-based nutrition program, and 3 years in community-based management of acute malnutrition (CMAM)
- Have at least 5 years of experience in a similar position, mainly focusing on programming with NNGO/INGO/UN Agency
- **MUST:** Have demonstrated experience in program planning, implementation, monitoring, and reporting.
- Have a high level of computer literacy, including experience in using nutrition-related statistical packages such as ENA, EPI, EPSS
- Demonstrate experience in using DHIS2 and NIS platforms for reporting Nutrition data
- In-depth knowledge of donors' requirements and proven experience in the management of funds from UN donors
- Significant working experience at the management level in humanitarian assistance or development-oriented programs within an international environment, preferably Upper Nile.
- Experience in protracted conflict/post-conflict environments and triple nexus programming (highly desirable).
- Thorough knowledge of all the phases of Project Cycle Management.
- Excellent communication skills (verbal and written), including experience facilitating and encouraging effective team communication and teamwork spirit.
- Ability to set high standards for quality of work and adaptability and flexibility in stressful environments.
- Able to work in unstable, rapidly changing, and insecure environments with basic living conditions.
- Ability to manage human, technical, administrative, and financial resources.
- Strong leadership, contextual & analytical skills combined with demonstrated organizational, management, and supervisory skills.
- Experience in external representation with government, donors, and other stakeholders at both technical and policy levels
- Proficiency in written and spoken English, knowledge of Arabic is advantageous

5. MANDATORY ARDF POLICIES COMPLIANCE

- Standard of Professional Conduct: ARDF and ARDF workers must adhere to the values and principles outlined in ARDF's standards for professional conduct. These are Faithfulness, integrity, Professionalism, governance and stewardship, Empowerment, and teamwork. Under



this value, ARDF operates and enforces policies on beneficiary protection from exploitation and abuses, child safeguarding, anti-workplace harassment, and fiscal integrity.

- **Safeguarding policy:** ARDF has a zero-tolerance policy for safeguarding violations by staff, incentive workers, visitors, suppliers/sub-contractors. Safeguarding at the ARDF is integral to the organizational value and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the program by its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.
- **Gender Equality:** ARDF is committed to narrowing the gender gap in leadership positions. We offer benefits that create an environment for women to participate in our workforce, including flexible hours (when possible), Maternity leave, transportation support, and gender-sensitive security protocols.
- **Equal Opportunity Employer:** ARDF is an equal opportunity employer. ARDF considers all applicants based on merit without regard to race, colour, nationality, religion, sexual orientation, age, Marital status, Disability, or any other characteristic protected by applicable laws.

6. How to Apply

- **Application address**

Interested candidates are requested to submit their motivation letter, including salary expectation, completed Application form submitted attached in this advert, Copies of National ID, and educational certificates to hr.recruitment@ardf-ss.org.

Cc: ardfsouthsudan@gmail.com and alex.mawa@ardf-ss.org.

Hard copies can be submitted at ARDF Office at Mauna Residential Area near Mauna Complex Medical Centre, Juba South Sudan.

- **Eligibility**

The position is ONLY open to South Sudanese applicants with the required qualifications. Female candidates with the required qualifications are highly encouraged to apply.

- **Shortlisting and interview**

Only applicants who meet the requirements will be shortlisted and contacted for the written test, and candidates who pass the written test will be contacted for an oral interview.

- **Deadline for submission**

The deadline for submission of applications will be **11th November 2025 by 4:30 pm CAT**. Only applications submitted before the deadline will be considered for review.

Disclaimer:

African Relief and Development Foundation (ARDF) does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.

