



50.11.3
Approved by labour
officer MUPS SHRA

Job Opportunity



Job Title: Health and Nutrition Manager

Report To: Head of the Program

Location: Juba with frequent travel to the Field Sites

Start Date: ASAP

Medicaire South Sudan is a Non-Governmental Organization that has been rendering humanitarian services to the most affected populations in South Sudan since 2016. Our work so far has been in South Sudan where we have continued to offer emergency humanitarian services to the affected communities. We approach every aspect of our work with the highest standard of integrity and honesty.

Medicaire is looking for a highly qualified, competent, proactive and self-driven Health manager / Nutrition, based in South Sudan with frequent travel to the field locations

Duties and responsibilities of Nutrition/Health Projects Manager:

- MEDICAIRE `s Nutrition/Health Projects Manager will support and carry out the below functions
- Lead Delivery and Performance
- Develop MEDICAIRE `s Nutrition/Health project plans and Budgets
- Ensure effective implementation of Nutrition/Health project plans (including the development of Project quarters financial and budgets plans) within agreed objectives by Top Management
- Taking full responsibility in collaboration with Nutrition staffs and gives project progress
- Liaise with Head of Programme (HOP) and advice on obstacles issue to the project plans
- Identify and manage risks that may affect beneficiaries and stakeholders in achieving project goals
- Identify and report any threats to Medicaire TOP management through Head Of Programme against Nutrition/Health Projects at the various implementing locations
- Coordinate, guide and assist Medicaire Nutrition/Health Project Staffs with planning, execution and delivery of projects ensuring incorporation of best project management practices



- Oversee the delivery of existing Nutrition/health projects portfolio, monitoring delivery in terms of quality, costs and time; and of timely and accurate reporting
- Establish performance objectives with appropriate measures and timelines for all projects and project personnel. Advise the HoP and Executive Director on all matters concerning the delivery of projects and program development
- Effectively and efficiently delegate responsibility to subordinate staffs to ensure accountability and delivery of agreed outputs
- Prepare and submit Project quarters financial Request form to Head of Programme (HOP) for review and confirmation and further approval by Executive Director based on established financial goals and procedures
- Ensure clear communications and good relations throughout the Nutrition/Health Project teams, with Support departments including donors, Government and other NGOs etc.
- Report progress of the Nutrition/Health projects on regular bases to the Head of Programme, Executive Director upon requests
- Develop proposals and prepare project documents agreements in connection with identified opportunities and in cooperation/ collaboration with partners
- In coordination with Nutrition/Health Field staffs will prepare monthly, Quarterly.3w, Dashboard and 5w reports and associate topics

Staffs Management:

- Lead and motivate the Nutrition/Health projects field staffs team
- Ensure that behavioral expectations of team members are established
- Ensure that staffs quarterly performance appraisal forms are filled
- Develop and drive a culture of excellence, continuous improvement, and performance optimization across all projects
- Identify outstanding staff and bring them to the attention of the Head of Programme (HOP)
- Have a thorough understanding of Medicaire Nutrition/Health personnel contract modalities
- Select, recruit and train team as required by Medicaire Policies and Nutrition/health project plans
- Perform Project Support role, unless appointed to another person or corporate/programme function
- Promote teamwork and collaboration by providing timely guidance and supervision to the team to enable them to perform their duties responsibly, effectively and efficiently
- Foster a positive work environment, respectful of both Staffs and beneficiaries (men and women) and ensure that the highest Medicaire 's standards code of conduct policy and guidelines are observed
- Ability to lead and manage a diverse group of colleagues to achieve results in a responsible and collaborative manner through clear directives, supervision and modeling behavior
- Ability to communicate ideas and concept clearly and convincingly
- Ability to go beyond established procedures and models and to introduce new approaches and strategic innovations



- Ensure safety and security for all personnel and comply with UNDSS and Medicare security and safety standards
- Provide on jobs Training skills to Nutrition/health staffs

Stakeholders Relations:

- Working in a good relationship with Medicare Senior and Top Management (Including Executive Director, Head of Programme, Head of Support Services)
- Report Directly to Head of Programme and Indirectly to Executive Director
- Manage communications and ensure Medicare management team is aware of Nutrition/Health projects activities, progress, exceptions and are in a position to accept handover
- Advise communities and beneficiaries on issues that may impact the achievement of their outcomes (including issues of sustainability and post project requirements such as maintenance)
- Manage the information flows between the Medicare TOP Management and the project team (s)
- Establish and maintain broad strategic networks and partnerships with donors, UN agencies, NNGOs and other international partners to promote partnership and build.
- Attend and updates on Bi-weekly Nutrition/Health clusters meeting

Monitoring & evaluation:

- Ensure monitoring and verification information collects from the targets beneficiaries
- Apply result-oriented approach methodology to monitor the project outcomes according to the outputs and activities, including changes at schools and community level achieved through the project.
- Ensure Monitoring and evaluation tools are developed and use for Project monitoring exercises
- Ensure that project kick-off, close-out, and quarterly review meetings are conducted according to requirements, documented, and action points followed up in a timely manner.
- Ensure that all projects have an M&E plan and supervise the implementation.
- Ensure key lessons learnt are incorporated in new project proposals.
- In Collaboration with the Head of programme (HOP) and MEDICAIR M&E staff, review the M&E structure and ensure that it is according to M&E best practices.
- Ensure that risks to staff, beneficiaries, and assets are mitigated through a deterrence, acceptance, protection and program-enabling lens.
- Ensure reporting deadlines to donors are met, including allotment of sufficient time for the Regional Office to comment on reports.

Qualifications and experience required:

- Maximum of Bachelor degree/ diploma in public health
- Over 3 years, relevant experience
- The Job holder has discretionary decisions over the technical delivery and performance of the job tasks.



- The health /Nutrition manager is to abide by the policies and personal code of conduct set by the Medicaire and represents the organization in a loyal and responsible manner.
- The job holder should possess good analytical skills, ability to multitask and work independently and professionally.
- Proactive, resourceful, solution and result oriented

How to apply:

Please send your CV/Resume and a cover letter that indicates what skills and experience you have that meets the criteria and your availability. The CV (maximum 3 pages) should include contacts (phone and email) for three referees. Kindly send the application to: medicaireorg@gmail.com and copy to palkunbouy@gmail.com or hand delivery to Medicaire office in Hai Malakia behind Eden Commercial Bank not later than 16th October, 2019. Call the above numbers for direction.

