



SOUTH S
APPROVED
Labour
29/3/2021

CRS JOB DESCRIPTION

Vacancy No#: CRS-OFDA/SPO-N-1/21-AYOD

Job Title: Senior Project Officer-Nutrition (1)

Department: Programming/USAID-BHA

Band: 8

Reports To: Nutrition Program Manager II – Team Leader

Country/Location: South Sudan/Jiech

Job Summary:

As a key member of the USAID-BHA funded Emergency Health Nutrition and WASH Project, the Senior Project Officer-Nutrition will facilitate the achievement of project objectives through coordinating and reporting on all project activities and providing technical guidance and advice to staff and implementing partner(s) advancing Catholic Relief Services' (CRS) work serving the poor and vulnerable. The position will be based in Jiech and will lead the field level implementation of nutrition interventions within the project. This will include CRS and partner run facilities across the five project counties – Ayod, Urur, Pochalla, Duk and Twic-East. The successful candidate will travel to partner sites to monitor implementation and provide technical backstopping and will oversee the conduct of nutrition training, review of nutrition data and compile relevant program reports. Your coordination and relationship management skills will ensure that the project applies best practices and constantly works towards improving the impact of its benefits to those we serve.

Job Responsibilities:

- Plan and conduct nutrition training within CRS and in partner implementation areas.
- Organize and lead the implementation of all assigned project activities as outlined in the detailed implementation plan in line with CRS program quality principles and standards, donor requirements, and good practices.
- Ensure learning properly accompanies project activities throughout the project cycle. Support accountability through coordinating project evaluation activities and guiding partners in their efforts to reflect on project experiences. Analyze implementation challenges and report any inconsistencies and/or gaps to inform adjustments to plans and implementation schedules.
- Coordinate and oversee working relationships with all local project stakeholders and serve as the liaison between them and the project team to mobilize local actors and promote project activities and impact.
- Supervise and perform ad-hoc inspections of various processes and resources at project sites to ensure timely project activities implementation and adherence to established process standards and procedures. Ensure proper tracking of resource use for project activities through periodic budget reviews and follow-up with and assistance to implementing partner.
- Support and coordinate capacity building and technical support activities to ensure assigned project activities are implemented per project guidelines and standards.



- Coordinate provision of any logistical and administrative support to staff and partners.
- Ensure project documentation and reporting for assigned activities is complete with all required documents and is filed per agency and donor requirements. Assist with preparation of trends analysis reports and documentation of case studies and promising practices.

Typical Background, Experience & Requirements:

Education and Experience

- Bachelor's Degree required. BSc. Public Health. Degree in the field of Health/Nutrition would be a plus.
- Minimum of 2-3 years of work experience in project support, ideally in the field of Health/Nutrition and for an INGO.
- Additional education may substitute for some experience; additional experience may substitute for some education.
- Experience working with partners and implementing IYCF/IMAM/CMAM, Care Group Model and community engagement.
- Staff supervision experience a plus.
- Experience monitoring projects and collecting relevant data.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

Personal Skills

- Analysis and problem-solving skills with ability to make sound judgment
- Good relationship management skills and the ability to work closely with local partners
- Proactive, results-oriented and service-oriented
- Attention to details, accuracy and timeliness in executing assigned responsibilities

Travel Required: 80% of time in remote and insecure field locations.

Key Working Relationships:

Supervisory: Care Group Officer

Internal: Nutrition Program Manager II, Senior Care Group Project Officer, MEAL Manager, Health Program Manager, WASH Program Manager MEAL Officer,

External: County Health Department, PHCU/PHCC staffs, local stakeholders, partners and other relevant stakeholders

Agency-wide Competencies (for all CRS Staff):

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

Competencies Relevant for the Specific Position:

Monitoring, Evaluation, Accountability and Learning (MEAL) Competencies

- **Monitoring:** Implements monitoring activities and processes according to the project's Detailed Implementation Plan and MEAL system.
- **Monitoring:** Facilitates the use of monitoring data during quarterly participatory reflection events and other fora with partners and other stakeholders to inform project decisions.



- **Accountability:** Actively seeks and responds to feedback from all members of targeted communities and other stakeholders.
- **Learning:** Promotes the application of learning to improve program quality and to strengthen agency influence among external stakeholders.

Gender Competency (for all CRS Staff):

- Values Gender Diversity - Recognizes the importance of having a gender diverse team and promotes a safe and inclusive environment for all staff.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

- ❖ *Equal Opportunity Employer*
- ❖ *By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.*

Application Submission:

Interested Candidates should submit a **Non-refundable** application letter and CV together with the names of three professional referees not later than **April 19, 2021**. Application should be submitted to CRS' Sub Office in Jiech/Ayod OR by Email to; southsudanvacancies@crs.org

Only short-listed candidates will be contacted

