



VACANCY ANNOUNCEMENT

Job Title: Deputy Nutrition Program Manager
Number of Post One (1)
Band /Level /Grade: 7B1
Department: Nutrition
Location: Ganyiel
Overtime Eligible: Exempt
Date of Issue: Tuesday 14th 2023

BACKGROUND/IRC SUMMARY:

The International Rescue Committee as one of the world's largest humanitarian agencies, provides relief, rehabilitation, and post-conflict support to victims of oppression and violent conflict in 42 Countries. IRC is committed to bold leadership, innovation, and creative partnerships. South Sudan, an independent nation since 9th July 2011, is emerging from decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains fragile, and the operational context is challenging. IRC has been in South Sudan since 1989 and currently operates in Northern Bahr El Ghazal, Lakes, Unity and Central Equatoria States. IRC South Sudan program is currently seeking qualified candidates to fill the above vacant position.

JOB SUMMARY:

The International Rescue Committee has been at the forefront of providing multisector responses to humanitarian crises in South Sudan, The emergency Rapid Response Mechanism has helped deliver critical integrated health and nutrition to vulnerable children and women. The integrated Nutrition response continued to provide vital support to the most vulnerable South Sudanese children and women.

She/ He also supervise Emergency Nutrition under rapid response mechanism intervention, as part of the wider scaling up of emergency Nutrition services and to ensured well-coordinated referral system to Static Nutrition site that are integrated into health unit. This objective is aimed to lower under-5 mortality rates in Panyijiar County through robust community-based identification, treatment and prevention of malnutrition in under five children, Pregnant and lactating women. She/he will be involved in training, supervising and assisting local staff to ensure and adhere to the best practices care services through quality delivery care to children U5 and PLWs. She/he will constant supervise Static and mobile Outreach Nutrition Officers, Maternal Infant and Young Child Nutrition Officers. The Deputy Nutrition Program Manager is responsible for the day-to-day management and smooth running of the nutrition program in line with CMAM/MIYCN Guidelines and IRC protocols with limited supervision technically by Nutrition Program Manager.

MAIN DUTIES/RESPONSIBILITIES:

The Deputy Nutrition Program Manager is responsible in overseeing implementation of integrated nutrition projects activities and ensure the project meets it targets and objectives with significant impacts on communities and beneficiaries we serve. Prepare and constantly update Nutrition Program Manager on indicators progress through tracker and make use of Detailed Implementation Plans to write monthly progress reports. Collaborate with County Health Department, other local authorities and community members in order to share health issues so as to improve/promote the health of the community.

The Deputy Nutrition program manager is responsible for overseeing implementation of holistic Nutrition projects activities for the affected population. The Nutrition Deputy Nutrition



Manager is also responsible for the day to day management and smooth running of the nutrition activities and scaling up of Nutrition services as per national CMAM and IRC adopted protocols and in line with donor requirements.

Note: The roles of the Deputy Nutrition Program Manager cannot be limited to the specific duties and tasks detailed herein. The success of the IRC's humanitarian mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, the Deputy Nutrition Program Manager will be required to manage all unforeseen issues and remain flexible to perform other duties, as and when requested.

1. Reporting:

- Compile and Submit Statistical Data in timely manner of OTP/TSFP/ IYCF Weekly/monthly reports by meeting deadline, analyze nutrition situation and prevailing trends and provide constructive frequent comprehensive feedback to program team.
- Implement discrete, time-bound Nutrition data with focus on improving performance, evidence based report and compliance with donor specify timeline as per work plan.
- Frequently monitor quality of supervision with use of harmonized Checklist for proper diagnostic and services provision and community level implementation of the nutrition program.
- Documents success stories from clients at nutrition service centers and share with program Manager on monthly basis.
- Ensure accessible feedback mechanism from the affected population is available at the site.
- Undertake tracking and monitor programme screening based data on acute malnutrition in both mobile Outreach and statics catchment areas.
- Ensure staff conducts quality of supervision with use of harmonized Checklist for proper diagnostic and services provision and community level implementation of the nutrition program.
- Submit weekly and monthly Work plans and movement plans to the program Manager.
- In collaboration with Nutrition Program manager, support in follow up on procurement plans and items delivery as per submitted procurement request within timeline of the projects.

2. Capacity building Support and community Sensitization.

- Support Capacity Building and Service integration strengthening.
 - Assess the training needs and provide training to Nutrition staffs on CMAM and MIYCN guidelines,
 - Ensure consistent use of CMAM Guideline in setting up Rapid Response Mechanism Mobile team in identified hard to reach locations in areas of operations.
 - Conducts regular Mass MUAC screening in the affected communities in collaboration with Community Mobilization mobile teams and Community Nutrition volunteers.
 - Collaborates with County health department and health facility staffs on integration of health and Nutrition services.
 - Ensures Seamless collaboration between Mobile outreach and Static team.
 - Plan and coordinate community mobilization and health and nutrition education activities in the communities.
 - Conducts technical support to Nutrition workers through monthly supervision and written feedback.



- Organize monthly meetings with site team and report the outcome to the head of the program.
- Ensures MIYCN Mother to Mother group sessions are held consistently and feedback provided.
- Actively follow up on children and Pregnant and Lactating women once they are enrolled in the programme to ensure that they return for their treatment on time
- Mentor officers and nutrition workers on therapeutic food and routine medications administration to the beneficiaries according to the protocols and guideline.
- Ensure children discharge are link up with community existing health services are integrate Actively follow up on children once they are enrolled in the programme to ensure that they return for their treatment on time.
- Conduct regular monthly physical inventory of all nutrition supplies at IYCF facilities and report back to Nutrition Manager
- Set performance objectives for Nutrition and Maternal Infant and Young Child Nutrition Officers while conduct performance monthly evaluation and advise the individual staff members on ways to improve performance.
- Orient new staff and visitors on nutrition program integration and activities flows.
- Provide constructive support to other functions to ensure effective, compliance to policies & procedures.
- Under the direction of Nutrition Program Manager, take up responsibilities such as overall program management, work planning, attendance at State/County level meetings and workshops.

3. Staff Management:

- Ensure that monthly MIYCN reports are collected from all Nutrition sites on a timely basis and to the correct standard
- Set performance objectives for Program Officers and assist in setting objectives for Community Nutrition Worker as well Mobile team, advice individual staff member on ways to improve work performance.
- Orient new staff and visitors on RRM emergency nutrition program intervention in the hard to reach communities on periodic plans.
- Chairs monthly meeting with program staff, Workers and volunteers and draft agendas.
- Supervise closely Nutrition Program Staff and ensures overall projects activities adhere to overall objectives.
- Monitor leave plans and advice staff to utilized accrued leave days as per fiscal year plan.
- Routinely review objectives sets by Nutrition and MIYCN Officers and provides comprehensive feedback.

4. Technical Management & Systems:

- Develop nutrition activity work plans based on the program annual work plan and implement activities in a timely manner.
- Supervise and coordinate the implementation and monitoring of nutrition project activities in line with proposal targets and work plan timelines
- Ensures program activities in area of responsibility are monitored and data collected are properly documented and shared with relevant team member.
- Participate in mass community sensitization and screening of children and PLW for acute malnutrition by ensuring proper referral and linkage with existing nutrition services in the communities.



- Ensure adherence to the current SAM and MAM protocol and community mobilization through active Screening and referral.
- Supervise community screening activities regularly for the quality of community nutrition services.
- Support in routine physical supplies verification versus actual consumption.
- Lead the nutrition team, and working with the Nutrition Programme Officers supervise nutrition programme implementation.
- Make monthly physical inventory of all nutrition supplies for both statics and Mobile sites.
- Organize and implement the MIYCN program and ensure that Ministry of Health approved Guidelines are adhered.

5. Coordination and representation

- Conducts regular field visits to monitor implementation of Nutrition projects and identify gaps and address in consultation with Nutrition Program Manager, ensures follow up recommendations are revisits routinely.
- Support implementation of Emergency Nutrition projects and ensure that the program complies with Ministry of Health CMAM and MIYCN guidelines.
- Supervising the quality of the MIYCN, Protect, Promote and Support optimal Infant and Young Child Feeding practices in the communities. Within line with IRC Policy, Issue a protocol to all health facility offering maternity services. Integrate and highlight the implementation and enforcement of the Code within and outside the hospital premises.
- Draft short exhaustive report on progress of training, on-job coaching
- Collect consumption reports from health facilities, compile and share with program manager for follow-up of supplies as per consumption report and orders in a timely manner.
- Overall planning of stock levels and preposition, making sure the functioning of Nutrition program sites is prerequisite of supplies.
- Liaise with community leaders and CHD in mobilization and communities mass screening and referral of children and pregnant and lactating women to the nearest service centers.
- Ensure good RRM referral linkage between the nutrition and Health facilities.
- Liaise with key partners including County Health Departments, local leaders, NGO partners, and other stakeholders (as necessary) to ensure good links between Nutrition treatment and other sectors.
- Ensure integration of Nutrition and health activities into existing health facilities, Importantly on Health Education, EPI and other Child Health and nutrition services.

JOB QUALIFICATIONS/REQUIREMENTS:

- **Education:** Degree/Diploma in Public health/ Nutrition required; advanced professional Diploma in Nutrition and Dietetic management and/ with Nutrition background is strongly preferred. Educational requirement could be relaxed for more experienced candidates and Female candidates are strongly encourage to apply.
- **Work Experience:** Two years or more of working experience in implementation of relevant emergency integrated response program. Strong experience in needs assessment in emergencies especially in Conflict and Natural disasters. At least one or more years in implementing integrated nutrition packages at health facilities with Clear training and coaching ability; Experience working with a diverse portfolio of ministries, Donors and knowledge of specific donor guidelines.



- **Demonstrated Skills and Competencies:** High degree of flexibility and ability to work under sometimes extreme hardship conditions against tight deadlines; Strong computer and communication equipment skills, including Microsoft Office applications. Should be a team player and works collaboratively with team members to achieve results. Relates and works well with people of different cultures, gender, and backgrounds. Demonstrates a systematic and efficient approach to work.

KEY WORKING RELATIONSHIPS:

- **Position Reports to:** Nutrition Program Manager
- **Position directly supervises:** Nutrition Officers/ MIYCN Officers/Clinical Officer
- Other Internal and/or external contacts:** Regular relationships with Nutrition Program department's team.

COMPLIANCE: Ensure that all activities respect the principle of confidentiality and that all incidents reported to IRC are handled with due regards to protection principles. Ensure adherence to IRC-South Sudan specific finance, logistics, IT, security, communications and human resources/administration policies and procedures. Incorporate and comply with new procedures and guidelines designated in circulars from Country Director. Ensure any violations of the IRC Sexual Abuse and Exploitation Code of Conduct are reported to the Country Director, or through the anonymous reporting mechanism. The reporting of violations is an obligation on the part of all staff members. Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by IRC and other humanitarian workers. Ensure compliance of IRC's Child Safeguarding policy in all IRC activities and report any violations observed or reported through the necessary channels immediately.

CONFIDENTIALITY: Ensuring the non-disclosure of any information whatsoever relating to the practices and business of IRC acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty

PROFESSIONAL STANDARDS: The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation, Combating Trafficking in Persons, and several others.

GENDER EQUITY: IRC is committed to narrowing the gender gap and leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender sensitive security protocols and other supportive benefits and allowance.

EQUAL OPPORTUNITY EMPLOYER: IRC is an Equal Opportunity Employer. IRC considers all applicants based on merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable law.

SAFEGUARDING POLICY: The IRC has a zero-tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding at the IRC is an integral to the organizational values 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 both



its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.

The position is strictly for **SOUTH SUDANESE NATIONAL WITH ALL REQUIRED NATIONAL DOCUMENTS.**

How to Apply: Interested applicants should submit a **CV with 3 references** (Please indicate referee telephone number and email address) and a copy of academic and training certificate, a copy of **national ID** and **day time telephone contact** address it to the **Human resources Department, IRC Ganyliel Field Office, Nyal Field Office and Bentiu Field Office, or IRC Head office in Juba Goshen House.** Alternatively, you can e-mail your applications to **SS-HR@rescue.org** The Deadline for submission is **Friday 31st March 2023** before **5:00PM** local time.

NOTE: Only short-listed candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC. Any candidate who may wish to do job solicitation to win favor whether directly or indirectly will automatically lead to disqualification of one's application once detected at any stage of the process.

PLEASE REMEMBER TO CLEARLY INDICATE THE POSITION YOU ARE APPLYING FOR ON THE ENVELOP (Hand Delivery)/SUBJECT Email)

FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY

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14/03/2023 *[Handwritten mark]*

