

28 February 2023



**Save the Children**

**Job Advertisement**



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Approved  
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28/02/2023

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit:

**Job Title: Area Nutrition Program Manager**

**Location: Area 01: Jonglei, Upper Nile and Rumbek**

**Reports to: Area Manager**

**Contract Period: TBC (To be confirmed)**

**ROLE PURPOSE:**

Save the Children's nutrition programmes in South Sudan have recorded significant gains in expanding nutrition programme coverage and responsiveness. Currently, through multiple funding sources, save the children supports 40 nutrition sites providing community-based management of acute malnutrition (CMAM) and Maternal Infant and Young Child Nutrition (MIYCN) in Jonglei, Upper Nile & Rumbek states.

The Nutrition Program Manager is responsible for overall leadership and management of SCI's nutrition programs in Jonglei, including effective coordination with other actors, timely implementation of program activities and effective response to emerging nutrition needs. Responsibilities include overall implementation of the project's components including needs identification, new programme development, budget management, implementation planning, procurement planning, staff management, programme reporting, liaison and support of the county/state on nutrition intervention, and capacity building and training of nutrition staff.

This position will directly support SMOH in coordination, planning, monitoring, data collection/management and reporting of nutrition activities in Jonglei, Upper Nile & Rumbek area. In addition, the post holder will actively participate in Nutrition sub-Clusters in Jonglei, Upper Nile & Rumbek area.

**SCOPE OF ROLE:**

**Reports to:** Area Manager  
**Staff reporting to this post:** Nutrition Coordinators  
(delete where it's not applicable)  
**Direct:** 3 or above  
**Indirect :** 6 or above  
**Budget Responsibilities:** Yes  
**Role Dimensions:**

- Communication with stakeholders implementing relevant health programmes for possible collaboration and integration.
- Communication with donors for reporting and during monitoring visits.



- Communication with the local authorities and line ministries.

### **KEY AREAS OF ACCOUNTABILITY**

- To ensure supervision of nutrition programs in the state:
- To liaise with the SMOH and relevant CHDs in monitoring implementation of nutrition programs as per South Sudan CMAM protocols through field visits to Out-patient Therapeutic Care (OTP), Stabilization Centre (SC), Target Supplementary Feeding Programs (TSFP) and Community Mobilisation.
- Ensure the NIS data base for nutrition is maintained and updated monthly by all the targeted counties in the state.
- MIYCN M2M support groups are established through local authority engagement, training of IYCF/Nutrition Officers and ensuring that groups are well supported and guided.
- Assist in ensuring nutrition program is implemented through staff with the necessary qualification & experience in the field.
- Assist in ensuring timely, proper and quality nutrition supplies, drugs and equipment in nutrition programs.

### **To support building the capacity**

- Support nutrition trainings in the state and ensure that data base for staff trained are kept and shared with stakeholders.
- Compile training reports, share with relevant stakeholders and ensure copies are kept in a file.
- Provide more support for provision of training to MOH staff (nurses, clinical staff) in management of acute malnutrition.
- To support in reporting, data collection and compilation.
- Assist in establishing and maintain accurate report system through continuous communication with field staff.
- Provide regular feedback to partners at SMOH on the nutrition situation in the counties (host community, IDPs and returnees), and ensure appropriate action is taken.
- Prepare monthly, quarterly and annual nutrition report for the counties in the state, including recommendations and share with the relevant stakeholders.

### **Support in surveys:**

- Assist in the provision of the necessary technical supports for partners in conducting nutrition surveys.
- Assist in ensuring the quality of nutrition surveys (SMART & rapid assessments) and provide technical support and supervision, Coverage survey, KAP assessments
- Based on survey outcomes, assist Counties in developing programs and beneficiary targeting
- High level of computer literacy including experience using nutrition related statistical packages such as ENA, Epi Info or SPSS.

### **To strengthen the links:**

- Support the State and Counties' based coordination meetings
- Assist in linkages of the nutrition programs with health, Food Security, WASH and other relevant sectors.
- To support multi-agency assessments and evaluation
- To support nutrition and other related forums
- Works closely with the State nutrition cluster to ensure nutrition contingency plans are developed, organize and actively participates in cluster meetings and together with the State cluster focal points coordinate timely nutrition response in any emergency within the state





### **Nutrition Information management:**

- Assist the CHDs mapping nutrition partners and their activities.
- Ensure documentation and dissemination of nutrition information to the CHD/State
- Nutrition Program Administration:
- Develop a detailed implementation work plan and keep it up-to-date throughout the duration of the project.
- Coordinate and develop a procurement plans and keep it up-to-date throughout the duration of the project.
- Liaise with save the children Food Security; and the local community for an integrated approach to CMAM in PHC activities.
- Ensure Save the children participation in inter-agency assessments coordination and liaison for nutrition activities is effective
- Ensure that all project related procurement is carried out in accordance with the donors laid down procedures and guidelines.
- Monitor spending and ensure that measures are in place to mitigate against risk of over- or under spending.
- Develop and implement a capacity building plan (train and material support) for staff working in the Nutrition in the states.
- Ensure that all project staff listed in the budget are hired and supported so they can implement the activities they are responsible for and supervise project staff in their daily work and compile performance appraisals at the end of their contract period.
- Document all project activities and outcomes and present comprehensive and timely field reports as per project requirements.
- Participate in the generation of information and supervision of project nutrition surveys.
- Ensure Weekly/Monthly Update of the CMAM recording templates, Gather and analyse data on project progress (measured against set objectives and indicators).
- Document all processes and outputs of capacity building, coordination and management of activities to ensure experiences and lessons are well documented for future reference.
- Compile reports as required by donor regulations and work with relevant County Departments staff in all stages of project implementation while building their capacity to carry out similar activities.
- Ensure that the implementation of the project is in line with the SPHERE Standard and Save the Children internal standards and policies and create a project file on key design documents, legal documents, relevant correspondence and other printable information about project implementation.
- Liaise with and respond to queries of the Support Offices for this grant.
- Maintain and practice servant leadership and be a role model for the community, project teams and peers

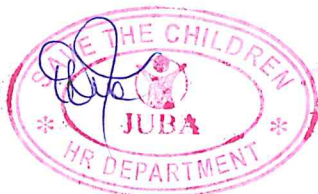
### **BEHAVIOURS (Values in Practice)**

#### **Accountability:**

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved
- Creates a managerial environment across the Region to lead, enable and maintain our culture of child safeguarding

#### **Ambition:**

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same



- Future orientated, thinks strategically and on a global scale

**Collaboration:**

- Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues, Members and external partners and supporters
- Values diversity and different people's perspectives, able to work cross-culturally.

**Creativity:**

- Develops and encourages new and innovative solutions
- Cuts away bureaucracy and encourages an entrepreneurial approach

**Integrity:**

- honest, encourages openness and transparency, builds trust and confidence
- displays consistent excellent judgement

**QUALIFICATIONS**

University Degree in Nutrition, Nutritional health or Dietetics related field

**EXPERIENCE AND SKILLS**

**Essential**

- Minimum of 3 years' experience in community-based nutrition programming and 2 years in Community-based Management of Acute Malnutrition (CMAM). 2 to 3 years management experience in an INGO environment, including experience in emergency contexts.
- High level of computer literacy including experience using nutrition related statistical packages such as ENA, Epi Info or SPSS.
- Good sensitivity to cultural aspects of rural communities will be needed.
- Good trainer, facilitator and supervisor.
- Excellent interpersonal communication and presentation skills.
- Fluency in written and spoken English.
- Willingness to work in harsh conditions with minimal basic social services.
- A team-player, creative, innovative and able to mobilize diverse resources for results. Achieving quality results and service; Practicing accountability and integrity; communicating information effectively.
- Skills and experience in project/programme monitoring, review and evaluation.
- Ability to design and implement capacity building plans and initiatives for staff and partners
- Experience in defining and delivering training programmes.
- Strong report writing and budgeting skills.
- Demonstrable commitment to humanitarian principles and accountability frameworks, especially in working with very vulnerable populations.
- Experience and knowledge of effective financial and budgetary control managing multiple grants and donors with ability to build staff capacity on budget management.
- Ability to analyze nutrition information, evaluate options and to think and plan strategically
- Experience of working in an emergency setting.
- Flexibility and a sense of humor – ability to work, live and thrive under challenging circumstances.

**Desireable**

- Experience working in South Sudan.
- Arabic or other local language a huge advantage.

**Additional Job Responsibilities:**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to





carry out additional duties within reasonableness of their level of skills and experience.

**Equal opportunities:**

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

**Child Safeguarding:**

We need to keep children safe so our selection process, which includes rigorous background checks, Reflects our commitment to the protection of children from abuse.

**Safeguarding our Staff:**

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

**Humanitarian response:**

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly

**Health and Safety:**

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

**Child Safeguarding:**

Level 3: the role holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

We need to keep children and all beneficiaries safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children and beneficiaries from abuse and exploitation

**Application Information:**

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at (SCI Career Site Careers ([oraclecloud.com](https://oraclecloud.com)))

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.



In case you face any difficulty to access the link, please come to Save the Children International head office Juba at Hai Malakal or any SCI Field Offices near you for HR support.

Deadline for submitting applications: 20<sup>th</sup> March, 2023.

Cc: [Mojobadvert@gmail.com](mailto:Mojobadvert@gmail.com); (National Ministry of labour email Address Juba)

