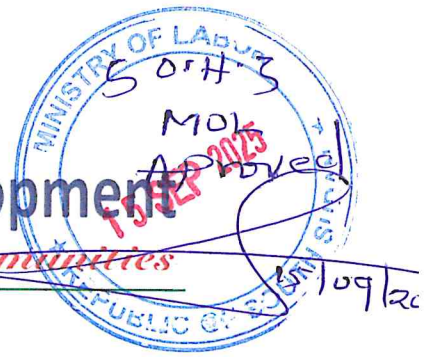




Christian Mission for Development

Transforming lives, building communities



Vacancy Announcement

VACCANCY (03)

Job Title: Nutrition Registrar (03)	Expected Start Date: 15 th September, 2025
Reporting to: Nutrition Nurse/assistant and works closely with Nutrition Supervisor, Nutrition Manager, Project Finance In-Charge, MEAL Coordinator and Safety & Operations Manager.	
Basic Position Description: Position is responsible for better nutrition among communities through treatment clinical symptoms of severe acute malnutrition and prevention of further deterioration of the nutrition situation among children under 5 and pregnant and lactating mothers through provision of therapeutic food, routine drugs, health and nutrition education and capacity building and technical support to the CHD in the management of severe acute malnutrition.	
Country: South Sudan	Field Based - Pibor, Greater Pibor Administrative Area (GPAA)
Contract Duration	10 Months - full time & fixed term, renewable based on performance and availability of funds.

About CMD:

Christian Mission for Development (CMD) is a non-profit, non-governmental, multi-sectoral relief and development organization working to provide holistic services to poor and poverty-stricken communities in East Africa. Founded in 2005, CMD has remained one of the major national NGOs in South Sudan saving lives, alleviating suffering, and helps affected communities rebuild their lives. CMD works with partners to reach hard-to-reach areas with very little or no basic services and significantly in regions affected by wars, poverty, extreme hunger, and illiteracy. Our thematic areas are Nutrition, Health, WASH, Education & Child Protection, Food Security and Livelihoods and Protection.

Vision: CMD envisions empowered, holistically transformed and economically self-reliant communities growing in unity and diversity.

Mission: CMD exists to inspire, empower, and transform communities through provision of holistic social services and development assistance.





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Background:

The Christian Mission for Development (CMD), in an enduring partnership with South Sudan Humanitarian Funds is implementing a 10-month Nutrition in Emergency Project in Pibor titled, "Nutrition and FSL multisectoral Life Saving Support to Vulnerable Communities in Pibor County".

Commencing in 02th October 2025 and running through 14th August 2026, the Project will ensure that 10,714 (SAM 2,516, MAM 4,238 and PBW 3,960) vulnerable children and Pregnant and Breastfeeding Women (IDPs, returnees, refugees and host communities) in Pibor County receive lifesaving, quality and equitable through screening for early detection and treatment for acute malnutrition.

Main Roles & Responsibilities

- Assist Nutrition Nurse/assistant in collecting information to aid nutritional assessment including nutritional risk screening, food data bank, charts, weights and other anthropometry measures.
- Support the availability and use of appropriate feeding aids prescribed as per National guidelines.
- Ensure Interdisciplinary management plan for patients starting from the triage.
- Provide support to Nutrition nurse/assistant at the triage and ensure all data are entered correctly.
- Monitor growth of under five years children.
- Assist in Community awareness on Food Hygiene and Nutrition Surveillance
- Assist in undertaking Outpatient Therapeutic Program (OTP)/ Supplementary Feeding Program (SFP)
- Conducts initial screening and registration of individuals, verifying their eligibility based on criteria such as age, gender, and nutritional status.
- Manages records for beneficiary admissions, exits (cured, defaulted, transferred), and other status changes, ensuring they are up-to-date.
- Clearly communicates with beneficiaries and their caretakers about program eligibility, entitlements, and their progress.
- Supports distribution activities by cross-checking beneficiary lists to ensure that all eligible individuals receive their rations.
- Works closely with other staff, such as nutritionists, assistants, and community mobilizers, to identify absentees, trace defaulters, and address barriers to participation.
- Supports outreach activities to identify new beneficiaries and may refer individuals with serious nutritional problems to other health services.
- Assist in management of Nutritional Supplies.
- Assist in Outpatient Outreach Screening on Nutrition and EPI etc
- Carry out any other duties as deemed necessary by Sr. Nutrition Assistant/nurse.





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Qualifications and Experience

- A Certificate Computer science, Health records or Senior Four Certificate/any post-secondary school certificate.
- At least 2 years of accrued working experience in Nutrition/Health project implementation applying partnership approaches is desirable.
- Understanding of Record Keeping and data recording.
- Accurately records and updates beneficiary information in databases or register/admission books, including details like name, address, and nutritional status.
- Experience working with or health and nutrition vulnerable children under 5 and PBW setup; MoH-level experience a plus.
- Experience in community mobilization and/or relationship building; work closely with CNV's and Mother groups.
- Ability to establish and maintain conducive collegial relations and perform effectively as a member of a team.
- Ability to communicate clearly with diverse beneficiaries and their caretakers.
- Strong ability to organize and manage beneficiary lists, maintain orderly files, and handle multiple task.
- Capable of collaborating effectively with other staff members to achieve program goals.
- Willingness to travel and work in hard-to-reach areas, occasionally under strenuous conditions.
- Good knowledge about data collection, entry and analysis.
- Computer literacy and excellent documentation skills and **MUST** be familiar with software and tools for registration and data management

Core Behaviours

- Ability to intervene with crisis management or troubleshooting as necessary.
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching.
- Excellent time management and planning capacity.
- Experience of working in remote field bases with limited infrastructure
- Availability and willingness to work extra hours during times of humanitarian responses.





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Safeguarding

The Christian Mission for Development (CMD) is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with. The post holder will also be responsible for:

1. Preventing harm and abuse from our people, operations and programmes to anyone that encounters our work.
2. Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism.
3. Complying with all safeguarding framework policies and practices.
4. Completing mandatory training courses relating to our safeguarding practice.

HOW TO APPLY

1. Interested Candidates are requested to submit their Applications, Updated CVs and a scanned copy of their nationality ID/passport to: HR Department, CMD South Sudan OR email them to recruitments@cmd.org, nutrition@cmd.org and info@cmd.org NOT later than Wednesday 2nd October 2025.
2. Applications in hard copies must be bound in one document and sent to the following address: Christian Mission for Development (CMD). Juba, South Sudan. Tongping Area, Juba Na-Bari, Plot No. 188 Block No. III, 3rd Class Residential Area, Near Catholic University of South Sudan, Juba-South Sudan.
3. The positions are open **only to South Sudanese** nationals with reputable credentials in MoH and Nutrition programming from the respective Counties.
4. **Female applicants** are particularly and strongly encouraged to apply.
5. Only shortlisted candidates will be contacted, and applications submitted will not be returned.

