ACTION AGAINST HUNGER

VACANCY ANNOUNCEMENT

Action Against Hunger is a non-governmental organization whose aims and mission is to save lives by eliminating hunger, under-nutrition, particularly during and after emergency situations like disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods (FSL); water, sanitation and hygiene (WASH) and advocacy.

Action Against Hunger USA is currently looking for a qualified **South Sudanese Nationals** to fill in the position of RAMP Nutrition Assistants. Be based in **Warrap and Northern Bar el Ghazal (NBeG)**

Position:	RAMP Nutrition Assistant
Directly Reports To:	RAMP Nutrition Project Officer
Technical Supervisor:	RAMP Project Coordinator
Starting date :	15th April 2026
Opening:	3rd March 2026
Closing:	23th March 2026
Location:	Warrap and Northen Bar el Ghazal (NBeG) TBD

About Action Against Hunger

Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in 8 countries: Kenya, South Sudan, Cambodia, Tanzania, Uganda, Ethiopia, Haiti and Somalia. Action Against Hunger-USA has approximately 2000 staff based in the various country offices, Head Quarter in New York City and Operational Centre in Nairobi. Additional growth is anticipated.

1. SUMMARY OF POSITION

Under the supervision and guidance of the RAMP Nutrition Officer, RAMP Nutrition Assistant provide support in the operationalization of RAMP routine activities in the Nutrition site through technical support, build capacities of CNVS and provide direct supervision to Community Nutrition volunteers including overseeing the day to day activities at the OTP/TSFP centers

The Nutrition assistant role has the following purpose, engagement and delivery:

PURPOSE

Under the supervision of the RAMP Nutrition Officer, RAMP Nutrition assistant will directly work with direct beneficiaries of ACF-USA South Sudan Country Office through the implementation of the organization's activities "on Child Nutrition Programming in South Sudan" routine activities documentation and continues and monitoring of project activities. S/He will work in close coordination with the office staff for better coordination and support if required with the Research team.

ENGAGEMENT

The RAMP Nutrition assistant under the Guidance of RAMP Nutrition Project officer, will internally collaborate with Action Against Hunger's Nutrition teams and support teams to ensure overall smooth implementation of the RAMP activities at Nutrition site.

DELIVERY

The RMAP Nutrition assistant will be expected to deliver daily and weekly contributions to Nutrition Program, including weekly, monthly reports and status or security updates. H /she will be primarily responsible for all RAMP Nutrition data management required by ACF-USA at the site level.

II. ESSENTIAL JOB FUNCTIONS

Key to the role is quality and timely implementation of the Nutrition activities in the selected area.

Program participants screening, registration and admission.

- Warm welcome to the program participants and their caregivers.
- Examine and screen the discharged children from the OTP for enrollment into the RAMP program
- Ensure correct admission criteria is followed
- Ensure accurate anthropometric measurement of the children (height, weight, MUAC, checking bilateral oedema and W/H percentage) are well captured and recorded in all M&E tools.
- Explain the RAMP enrollment procedures and follow up of the nutrition treatment properly to all beneficiaries.
- Ensure registration of all the beneficiaries in the OTP/TSFP (registration book ID number, treatment card, ration card medical and other treatment sheets, follow up card ID number etc.). well, documented at the field level
- Ensure standard therapeutic treatment protocol and the systematic treatment under the supervision of Nutrition Project officer.
- Arrange consultations of the enrolled children and with caregivers

2: Ensure follow up of the program participants during treatment

- Responsible for proper day to day RAMP program implementation
- Identify those program participants for admission.
- Encouragement of breastfeeding and initiate supplementary Suckling technique (SST) for appropriate infants.
- Ensure the anthropometric follow up of the program participants are done as required.
- Ensure that the enrolled children vaccination records are up to date
- Ensure correct dosage of medications according to the systematic treatment protocol and medical prescriptions.
- Explain to the caretaker her/his role as a partner in caring for the child.
- Check and encourage the stimulation and psychological support provided by mothers or those accompanying the program participants.
- Support engagement of communities to improved nutrition practices including promotion of best nutrition and health practice.
- Decide on changes of phases and discharge in consultation with RAMP Nutrition project officer.
- Ensure proper referral for cases that needs further health treatment in consultation with the RAMP Nutrition officer.
- Ensure the performance objectives for all the CNVs are done and regularly and evaluated to improve performance

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- Provide general administration and management of the nutrition sites assigned and care for the organisation property/equipment including tracking of assets and supplies at the site's levels.
- Support the RAMP Nutrition officer in the preparation of details work plan for activities implementation at the site.
- Supervise/ support the kitchen garden activities at both the sites and community level.
- Conduct on job mentorship to the CNW and CNV and come up with training needs at the site's levels.
- Support development of case studies and success stories documentation at the field level.

3: Supervise hygiene

- Provide the program participant/caretaker with WASH key messages and importance of hygiene, the used of latrines.
- Linking the program participant to the community wash activities of ACF

4: Counselling and assistance

- Support the caretakers with information/health Education on infant and young child feeding using the health and nutrition counselling cards and take-home messages
- Give the mothers individual advice on health education and insist on the problems and good things observed (individual hygiene, sanitation, safe water etc.).

5. Ensure that food and materials are sufficiently supplied by the caretakers.

- Must check every day to see if there are enough food and materials for the caretakers and make a report of the items missing or needed
- Report to the line manager/supervisor weekly basis on what the supplies status
- Ensure that food and materials are properly used, maintained and well stored
- Distribution of non-food items to beneficiaries and caretakers.

6. Stock management of the pharmacy (drugs and medical supplies)

- Responsible for the in and out flow of supplies and cleaning items.
- Responsible to ensure that the RAMP supplies are sufficient and are well maintained and protected for rodents and any kind of damages.
- Responsible to order more supplies as per the caseload on timely manner to the line manager.
- Ensure that all routine medicines and supplies are properly used, maintained and well stored.

7. Reporting

- Support quality record keeping, data collection and reporting of activities conducted in the RAMP nutrition sites and at the community levels.
- Responsible for the Weekly/monthly food distribution report compilation.
- Accountable for RAMP timely report submission to the officers on weekly and monthly basis.

III. GENDER EQUALITY COMMITMENTS

- Foster an environment that supports values of women and men, and equal access to information.
- Provide a work environment where women and men must be evaluated and promoted based on their skills and performance.
- Respect beneficiaries' women, men, boys and girls regardless of gender, sex, disability, religion, race, colour, nationality, age or marital status.
- Have respects and value for all cultures.
- Promote PSEA standard within ACF and amongst beneficiaries served by ACF accordingly.

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IV. PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to perform duties under high pressure and under minimal supervision including being able to do multitasking of activities at the same time while maintaining quality of work. The employee should be able to stay under low profile area with limited access to network, internet. And moderate living condition at the duty station.

V. WORKING CONDITIONS, TRAVEL AND ENVIRONMENT

The duties of the job require regular job attendance at least five days per week. Must be available to work outside normal office hours or on the weekends as required.

Must be able to travel as required to meet the job standard/purposes. While performing the duties of this job in the field, the employee may be exposed to precarious settings under very basic living conditions and harsh outside weather conditions,

VI. REPORTING RESPONSIBILITIES

- Monthly activity report
- Weekly activity report

VII. REQUIRED QUALIFICATIONS

- Certificate in Nutrition, Public health and Health related certificate.
- At least two years of working experience in CMAM program or work as Nutrition assistant.
- Experience in Capacity building of CNVS and supplies management

VIII. REQUIRED SKILLS & EXPERIENCE

- Sufficient knowledge of anthropometric measurements and statistics.
- Experience in post exit activities management
- Knowledge of the local context & can easily communicated with the local language
- Good communication skills and ability to influence the community.
- Organisation skills are necessary.
- Clear understanding of Teamwork.
- Flexible personality and negotiation skills.
- Willing to work under high caseload of beneficiaries.
- Experience with ACF-USA nutrition activities.
- Perform any other task as require by the line manager

X. Commitment to Anti-Discrimination and PSEA

We provide equal employment opportunities (EEO) to all employees & qualified applicants for employment without regard to race, color, religion, gender, ancestry, national origin, age, handicap, disability, marital status, or status as a veteran. The incumbent is required to carry out the duties in accordance with the Action Against Hunger Safeguarding policies (PSEA, Child safeguarding and Code of Conduct). Action Against Hunger-USA complies with all applicable laws governing nondiscrimination in employment.

Application Process.

To apply, please! Send your Cover letter and CV as one document, your ID card, and only one highest academic document as a second attachment, do not zip your application. And three professional references to recruitment@ssd-actionagainsthunger.org. Specifying the role you are applying for and Location: RAMP Nutrition Assistant, as the title of your email before 5:00 pm 23 March , 2026, or Hand delivered to Action Hunger

- Office in South Sudan- Warrap- Alek or Kuajok Office / NBEG- Aweil or Malualkon Office (However we strongly recommend online Application). We do appreciate your interest in working with us; however, only shortlisted Candidates will be invited for an interview.

We will only receive, accept and consider all applications submitted through referred channels above, any applications submitted other than channels stated here will not be accepted & considered.

"This Position is Open to South Sudanese Nationals Only"

"Qualified Female Candidates are encouraged to apply"

Approved by Acting Director of labour, Warrap state - Kuajok
- Labour card is one of the requirement to apply.

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01/03/2026

Department of Labour, Public Service & Human Resource Development, Warrap State