



CARE South Sudan

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access and improving governance.

Position:	Health & Nutrition Project Manager
Department:	Health & Nutrition
Location:	Panyagor - Field Office
Reports to:	Area Manager
Provide supervision:	Health and Nutrition staff

Purpose of the position:

JOB OVERVIEW: The Health & Nutrition project Manager will work directly with the County Health Department (CHD), and partners daily to ensure the ECHO project in Twic East County is understood and implemented with close partnership between the CHD, SMC, and CARE, while consistently building and strengthening the capacity of the health and nutrition workers to manage the health & Nutrition service delivery in the county. The health & Nutrition project manager will be the focal point for CARE's delivery of the quality ECHO health & Nutrition and protection service to the community population in the county's islands in accordance with acceptable national and international standards and supporting CHD and partners to deliver high quality primary health services. The Health & Nutrition project manager will work hand in hand with the CHD and SMC, and through a phased approach to hand over responsibilities to the CHD and Local partner (SMC). S/he will be the focal point for supporting the Twic East County's four sites (Ayethgak, Piomyom, biotherapy, Nhiaach-Burudut,) in four Payams of Lith, Kong'or, Nyuak, Ajuong) and She/he will be ensuring the implementation of a quality health program for the population in accordance with the accepted national and international standards. These roles in managing emergency health activities in liaison with the CHD, CARE, SMC, and ECHO consortium members.

S/he will provide technical oversight to the field-based health and nutrition staff in the area of health care, CEMONC, child health, EPI, nutrition, BHI, and drugs management with an emphasis on coaching the national staff to build their technical and professional capacities. The Health and Nutrition Manager will participate in the county level sector coordination and maintaining regular contacts with key partners including MOH, UN agencies, technical sector heads and other NGO at field level.

Major Responsibilities: (please define in output format – 1-10 things of what you expect to see as a result of this position)





Program Management & Development

- Oversee the implementation of the BAH Project and ensure that program goals, objectives, targets, and activities are met, as stated in the donor agreed project work plans and log frames.
- Prepare program work plans jointly with the CHD and in coordination with the health and nutrition Coordinator and the health team.
- Ensure that the health program is implemented in line with the CARE and BAH Program Framework principles: promoting and protecting rights, participation, capacity building, partnership, and holistic programming.
- Promote the culture of learning and documentation so that lessons learned, and good practices are documented and shared for institutional memory and learning. Ensure that field experiences are documented and used to advocate on behalf of the communities.
- Assess unmet needs in the health sector with a special focus on Primary and Reproductive Health and suggest new CARE health projects to address identified unmet needs.
- Support the CHD in preparing a Health Emergency Response (EPR) plan and with the management of disease outbreaks and the implementation of health or vaccination campaigns in the county.
- Strictly following up the medical, nutrition and operational supply chain system, stock recording, timely ordering for the supplies and accountabilities in relation to the warehousing and use of the supplies including nutrition, medicines, and medical items.
- Ensure effective implementation of the CARE emergency programs in the area in liaison with the CHD and the health and nutrition coordinator.
- Work closely with any other CARE programs present in the same location.
- Participate in the development of proposals, budgets, and concept notes for future health interventions by CARE in coordination with Health and Nutrition Coordinator, Program Development and Management Coordinator.

Grants Management & Reporting

- Manage and oversee all the BAH grants, and work with the Health and Nutrition Coordinator, Grants & Contracts manager, Area Manager and program development and management coordinator to develop work, spending and procurement plans for all projects and maintain these plans updated.
- Prepare internal and external reports (such as weekly updates, narrative & ITT reports, DHIS data reports) within agreed deadlines using CARE and donor formats, as required.
- Review Budget vs. Actual reports with the health/support staff (BAH budget) monthly, recommend actions to correct identified problems.
- Assure appropriate and timely spending of grants to achieve program goals, grant reporting contributions, use and distribution of supplies and resources in coordination with the CHD, Field Coordinator/Manager and Health and Nutrition Coordinator.
- Prepare a weekly HIS report for the Health and Nutrition Coordinator, Area Manager, Deputy Country Director- Programs and provide a brief analysis of the health cases seen during the week.
- Work with the finance and HR teams to produce CHD payrolls and spending forecasts for submission in due time.

Be proactive in tracking spending for emergency programs with short life span to ensure adherence to donor demands.

Staff Management

- Maintain updated job descriptions, recruit national staff in conjunction with the Human Resources Department, orient new staff to CARE and the Health program.
- Supervise mobile team incentives (clinical and non-clinical) and non-relocatable staffs and directly, providing ongoing leadership to the project team and overseeing implementation and coordination.



- Set performance objectives for the supervised non-relocatable staff, routinely monitor their performance, and evaluate them at the end of the performance period.
- Strengthen and build up the programmatic, managerial, and operational skills of the CHD and CARE health project staff through on-job mentoring and coaching and feedback mechanisms.
- Determine personnel needs for the field-level activities, develop job descriptions in coordination with the CHD and the Health and Nutrition Coordinator and interview candidates, whenever needed.
- Recommend promotions and disciplinary actions for facility-based health and nutrition staff through consultation with the CHD and the Health and Nutrition Coordinator.
- Develop ongoing education programs for health project staff (including other field staff where appropriate) in consultation with the CHD and the HPF Coordinator.

Address and mitigate staff complaints and conflicts in coordination with the CHD, Health and Nutrition Coordinator and the Area Manager

Health and nutrition Program Quality

- Oversee the development of good quality health and nutrition programs including the Boma Health Initiative (BHI) in the project location.
- Conduct joint supportive supervision at least twice a week to the Mobile sites together with the CHD in the Payams.
- Conduct monthly program data analysis with the health and nutrition staff to discuss progress on indicators and come up with action points for improvement.
- Conduct quarterly indicator performance review analysis with the CHD and mobile team staff and make follow up on implementation of action points.
- Take lead in ensuring participation of the community in health & Nutrition activities, creating demand for services, and encouraging utilization of health services.
- Monthly conduct gap analysis of the health & nutrition program and suggest actions for improvement in a timely manner.
- Ensure timely availability of all essential commodities including drugs and supplies nutrition supplies used in the mobile sites.
- Ensure that protocols are in place and utilized in all the mobile sites and that all services delivered conform to high quality standard.
- Work with the CHD and the M&E Coordinator to scrutinize all weekly, monthly, or quarterly reports and ensure timely submission of all such reports including IDSR, drug consumption reports.
- Raise issues related to community concerns and address them accordingly with CARE, BAH, SMC, and community members.

Ensure emergency response and prevention strategies are implemented according to the BAH project design, CARE South Sudan emergency response strategy and the national guidelines.

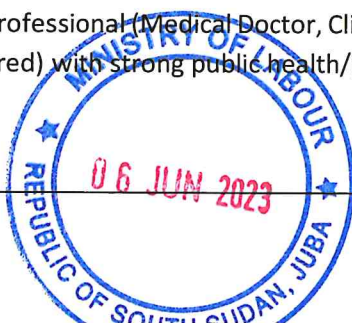
Coordination & Representation

- Develop and maintain effective working relationships with all stakeholders - including community leaders, NGOs, UN agencies, community-based organisations, and other CARE sectors to enhance cooperation and coordination.
- Represent CARE to the donor agencies, the State Ministry of Health S(MoH), UN Agencies, partners and other stakeholders as advised by the Health and Nutrition Coordinator and the Area Manager.
- Support county coordination mechanisms and attend state level health coordination meetings and other meetings/workshops related to the health and nutrition program.

Ensure that information from coordination meetings is shared internally and with other sectors, as appropriate.

JOB REQUIREMENTS:

- Health professional (Medical Doctor, Clinical Officer, Nurse, or Midwife with a Master of Public Health - MPH is preferred) with strong public health/primary health care background.



- At least 5 years of experience in implementing and managing emergency health and Nutrition programs, preferably in complex humanitarian and/or emergency settings.
- Background in situation analysis and health and assessments nutrition assessments
- Strong ability to support and build the capacity of the health_and nutrition county national team and strengthening of health systems (building the capacity of and working with local government counterparts)
- Experience supervising a multi-national staff in a complex, insecure emergency setting.
- Experience in working with CHD and managing a multi-national incentives staff in a complex, insecure emergency setting.
- Excellent oral and written communication skills
- Excellent experience in grant management and proposal report I writing.
- Ability to live and work under pressure in an unstable security environment.
- Additional qualities: ability to multitask, ability to handle pressure well, ability to improvise, flexibility, cultural and environmental sensitivity.
- Competent in DHIS is an asset.

Excellent computer skills: MS Word, Excel, Power-point, Outlook, and Internet



CORE VALUES

- Transformation: We believe in urgent action, innovation, and the necessity of transformation – within the world and the organization.
- Integrity: We are accountable to the people and partners we humbly serve, transparently sharing our results, stories, and lessons.
- Diversity: We know that by embracing differences, actively including a variety of voices, and joining together we can solve the world's most complex problems.
- Excellence: We challenge ourselves to the highest level of learning and performance, tapping the best of the human spirit to create impact.
- Equality: We believe in the equal value of every human being and the importance of respecting and honoring everyone; we know that change happens through people.

This job description is intended as a guide and should not be viewed as an inflexible specification as it may vary from time to time in the light of strategic developments and following discussion with the postholder.

HOW TO APPLY

The position will be based in **Panyagor**. This position is ONLY open to South Sudanese Nationals.

Opening Date **6th June 2023** and Closing date for receiving application will be **23rd June 2023**.

Applications and CVs should be delivered to: **jobs.southsudan@care.org** or Hand delivery to: CARE Panyagor Field Office, CARE Juba Head Office, NPA Building 3rd floor, Martyrs Street.

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

Attention!!!

CARE South Sudan has a **ZERO TOLERANCE** approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE

