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Approved by
MLPS & HR
15/5/2020
N. H. H.



**VACANCY ANNOUNCEMENT- HEALTH & NUTRITION PROJECT MANAGER
(RE-ADVERTISED)**

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of health & nutrition, shelter, WASH and livelihood activities in the three States of South Sudan. Our current areas of operation are Juba, Yei, Bentiu and Nyamlel.

Concern South Sudan is looking for suitable candidate to fill the position of **Health & Nutrition Project Manager**. This is a replacement role with unaccompanied terms based in **Nyamlel, Northern Bhar el Ghazal State** with frequent travel to field sites and Juba.

Job Purpose:

The Health & Nutrition Programme Manager will lead the planning, implementation and management of the Health & nutrition programme in his/her area of operation, providing managerial and technical oversight to CMAM, MIYCN (PHC) activities, Mother to Mother Support Groups, Male Change Agents, Medical Mobile Teams. S/He will take the lead in proposal writing and donor reports as well as being responsible for representing Concern and coordinating with key stakeholders in health and nutrition programmes at a local, county and state level.

The position holder will be responsible for the following;

Programme Management and Technical Supervision:

- Lead the health & nutrition programme to achieve optimal health and nutrition seeking behaviour and increased coverage of the CMAM, MIYCN, PHC programme in accordance with national MOH and international guidelines.
- Ensure the preparation of detailed implementation plan and work plans for the health and nutrition programme, in line with donor commitments and programme objectives.
- Prepare procurement plans for the purchase of materials and equipment for the health & nutrition team, in line with donor funding.
- Manage the health & nutrition programme budget, including preparing budgets, tracking expenditure against approved budgets and proactively addressing over or underspends.
- Ensure a strong monitoring system is in place and that programme data on key nutrition indicators, admission trends, including programme coverage, community participation, health and nutrition knowledge and practice, is regularly collected, analysed, reviewed and responded to on an ongoing basis, including through programme and country-wide reviews.
- Develop an M&E framework and work plan based on the country strategic health & nutrition plan
- Ensure that best practices and international standards are applied to the health and nutrition programme activities as relevant.
- Provide technical solutions to health & nutrition related issues facing the population in the areas of operation and contribute to the sector wide development of standards.



- Adapt and improve the existing programme on an ongoing basis, based on careful review of monitoring and evaluation findings and discussion with the Area Coordinator and Programme Director.
- Provide technical assistance and support to any health & nutrition project officers mobile team leads and stabilisation centres, including support to nutrition surveys i.e SMART, SQUEAC and KAP.
- Support technical trainings for CMAM, MIYCN, NIS, ECD, GMP, IMNCI to nutrition officers and assistants in line with South Sudan protocols.
- Provide relevant inputs for the development of South Sudan's Country Strategic Plan and Annual Plans, as required.

Human Resources:

- Manage the health & nutrition programme staff, ensuring that work plans are set and adhered to, identifying training and capacity building opportunities, and contributing to their capacity building and career development, including through on-the-job training.
- Ensure that the health & nutrition team have up to date job descriptions, clear objectives and identify and facilitate training when required.
- Ensure that each member of the team fully understands outcomes which are expected of them, by setting SMART objectives, and that they are aware of the success criteria relating to their work.
- Ensure that all staff are aware of and comply with Concern's policies and procedures.
- Monitor and review performance and hold staff accountable for meeting the success criteria; give corrective feedback where required and take decisive action in the case of poor performance.
- Help in the recruitment of additional staff as needed.
- Ensure that staff and contractors are compliant and fully understand their obligations when signing the program participant protection policy (P4) and where non-compliance is suspected, to inform a member of the SMT so that the appropriate action can be taken by the Country Director.

Reporting and Donor Compliance:

- In collaboration with the Grants Unit, develop nutrition programme proposals, budgets and concept notes as needed, particularly building on lessons learned from previous programme experience and contribute to multi-sectoral programme proposals.
- Prepare timely and high quality internal and donor reports for the nutrition programme, in line with donor requirements (narrative and financial);
- Prepare and share timely health & nutrition programme data as required by the health & Nutrition cluster.

Representation and Coordination:

- Act as Concern's focal point for the Nutrition State Cluster, actively participating in the health & Nutrition State Cluster meetings, and other workshops and meetings.
- Share relevant information in a timely manner with all of Concern's health & nutrition programmes and remain up-to-date of key nutrition developments in South Sudan.

Other

- Support cross-sectoral periodic programme reviews in order to assess programme progress, capture lessons learnt and adapt programme strategies as necessary in accordance with Concern's results-based management principles. Ensure mainstreaming of cross cutting issues/approaches throughout the programme cycle including: Gender, Protection, HIV and Aids, Rights Based Approach, Accountability and do no harm philosophy.
- Be aware of, understand and comply with all of Concern's policies and procedures (P4, finance, logistics, HR, security management etc).
- Contribute to ongoing security management and planning as necessary.
- Actively participate in any emergency response if called upon to do so (within the existing programme area or in a new one).
- Undertake other related duties as may reasonably be assigned by the Country Director or the line manager.

Emergency response

Concern is committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and the South Sudan Programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization.

Education, Qualifications & Experience Required:

- Master in public health in addition to degree in human medicine from a recognize university
- Degree in clinical medicine, Nutrition degree or nutrition post graduate qualification or public health/nursing qualification (with significant nutrition experience)
- At least 3 years experiences in medical clinical work in in rural hospital setting and experience in managing mobile clinics and outreach is an asset
- At least 2 years experience in managing Stabilization Centres
- At least 5 years' experience of implementing CMAM and MIYCN projects
- Experience of designing, implementing and analysing health & nutrition surveys.
- Experience in analysing and interpreting data and writing reports to a high technical standard.
- Experience in the supervision, training and mentoring of nutrition and health staff.
- Involvement in health & Nutrition policy development.
- Experience of conducting emergency assessments and participating in rapid response mechanisms.

Concern Code of Conduct and its Associated Policies

Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace

in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies.

How to apply:

1. Interested Candidates are requested to submit their Applications, Updated CVs of not more than 4 pages and a copy of their nationality ID to: **HR Department, Concern Worldwide South Sudan head office located at Tongping, Airport Road opposite Ebony Bank , Nyamlel Field Office, not later than 4th June 2020 or email it to; vacancies.juba@concern.net**
2. The position is open only to South Sudanese nationals only.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.
4. **A detailed Job description will be provided to the successful candidate at the time of appointment.**

CONCERN WORLDWIDE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT CHARGE FOR ANY KIND OF RECRUITMENT. WOMEN ARE STRONGLY ENCOURAGE TO APPLY TO OUR ORGANIZATION. WE CELEBRATE DIVERSITY!