



<b>Job Title:</b>	<b>Nutrition Coordinator (01 Position)</b>
<b>Job Location:</b>	<b>Juba – South Sudan</b>
<b>Reporting to:</b>	<b>Head of Programmes</b>
<b>Starting Date:</b>	<b>11<sup>th</sup> March, 2024</b>
<b>Closing date:</b>	<b>28<sup>th</sup> March 2024</b>

**INTRODUCTION:**

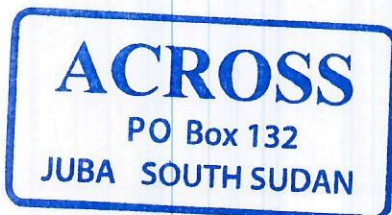
ACROSS is an Interdenominational Church based organization which strives to provide humanitarian assistance (including emergency/relief, rehabilitation and development work) to local communities, internally displaced persons, refugees and other vulnerable communities to enable them to realize their purpose and value as human beings. ACROSS in South Sudan is urgently looking for a competent qualified South Sudanese for the position of **Nutrition Coordinator**.

**Main Job Purpose:**

Under the direct supervision of the Head of Programmes, the Nutrition Coordinator will provide strategic leadership, coordination and management support in planning, budgeting and implementation of the Project on the Provision of integrated quality nutrition services for all children and women and ensure families have the knowledge, skills, and resources to apply quality infant and young child feeding practices funded through UNICEF. The Head of Programmes or ALT may delegate additional responsibilities to the Nutrition Coordinator where appropriate.

**JOB FUNCTIONS:**

- Provide Leadership, Managerial and technical guidance to the Project on the Provision of integrated quality nutrition services for all children and women and ensure families have the knowledge, skills, and resources to apply quality infant and young child feeding practices funded through UNICEF.
- Facilitate timely monthly progress reporting of project activities to the Head of Program.
- To coordinate and facilitate project assessments, evaluations, and partner/donor visits to the project area with Project Manager.
- Participate and represent ACROSS in the relevant cluster meetings (Nutrition/FSL, at national levels).
- To work collaboratively with Nutrition/FSL, partners in the project location.
- Oversight of the human resources within the project including staff development and training.

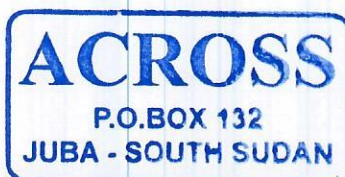


- Promoting innovation and creativity in the development of Nutrition/FSL, program activities.
- Undertake any other assignment delegated from ACROSS senior management.
- Supervise nutrition program staff.
- Support capacity building of program staff on IYCF, IMSAM, and CMAM.
- Proactively remain aware and updated on all health/nutrition issues pertinent to South Sudan nutrition programs through interacting with other nutrition implementing partners at the national coordination meetings
- Reviewing the nutrition proposals and budget.

**Objectives:**

**i) PROJECT MANAGEMENT:**

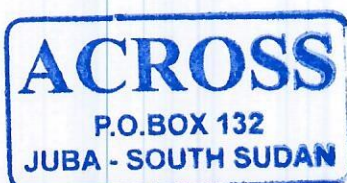
- Monitor the program implementation situation in the project area, making detailed reports and within the agreed Partnership program engagement, propose recommendations to ALT on project activities implementation.
- In collaboration with County Health Department and SMoH, undertake detailed analysis and design appropriate program interventions to meet needs and strengthen local capacities.
- Participate in project evaluations and assist in the analysis of results.
- Coach and train project staffs in quality project cycle management including program design, capturing ACROSS Quality Standards, monitoring & evaluation.
- Participate in the knowledge and information sharing within the ACROSS programs. Identify, document, and disseminate relevant project learnings within the ACROSS programs unit.
- Ensures timely delivery of program activities by coordinating the team to plan, execute, report, and monitor achievement of program deliverables.
- Work independently with guidance and directive, as appropriate from the Head of Programs.
- Provide support to the development and implementation of various operational plans and technical/logistical tracking systems to ensure timely program delivery.
- Take lead in management of program risk by proactively anticipating issues and collaboratively developing contingency plans and solutions.
- Conduct field visits to monitor implementation, consult with key stakeholders and provide support to program staffs to ensure timely and effective program implementation - determining gaps and needs and taking corrective measures within appropriate timelines.
- Coordinate with Finance and Logistics teams to align program activities with procurement plans.



- Ensure data integrity through data collection, collation, analysis and sharing to donors/partners and relevant stakeholders.
- Provide strategic leadership, organization, direction, co-ordination and management in planning, budget control, implementation and reporting of the Project.
- Develop an annual work plan, including budgets and implementation plans for the project.
- Prepare and ensure complete program narrative reports, finance reports and requests for funds are submitted on time.
- Oversee the timely, efficient and effective delivery of high-quality programs, including management of grants and technical support to ACROSS staff.
- Maintain a close working relationship with the UNICEF and other partners.
- Develop and maintain a strategy to grow and strengthen the project; ensure quality concept notes and proposals are written that are consistent with the ACROSS strategic plan.
- Ensure the sustainability of ACROSS as an organization; protect the future of ACROSS through prudent financial and program management.
- Uphold ACROSS policies and procedures; be a positive example to all staffs in personal attitude and conduct.
- Be a team player; support other ACROSS programs, locations and staffs in pursuit of ACROSS' vision and mission.
- To meet monthly/quarterly with the other Coordinators/Managers to discuss issues of concern to ACROSS projects and the development of ACROSS programs.

**ii) Policy Compliance:**

- Responsible for ensuring understanding and compliance amongst program staff to security and PSEA, HRM, Code of Good Conduct, Self-declaration policies and other polices.
- Responsible for induction of project staff, ensuring their familiarity with ACROSS' vision, mission and values, Quality Standards, policies and program objectives and their individual responsibilities in upholding these standards and policies.
- As a member of the Program Management Team and in conjunction with the HR office, ensure local recruitment for program staffs for program implementation is consistent with ACROSS' HR recruitment policies, the legal context and local practice.
- In conjunction with the finance department, ensure project financial management is in accordance with ACROSS financial systems and policies.
- In conjunction with the Logistics Officer, ensure logistics systems are understood (procurement, transport, storage, communications, estate / buildings management, asset management etc.) by program staff.



**iii) Team Management**

- Provide supervision, guidance and monitoring for program staff, ensuring clarity over program plans and priorities and encouraging effective teamwork.
- Ensure ACROSS' performance management plan is effectively implemented with objective setting, probationary reviews, regular catchups, yearly performance appraisals and exit interviews carried out for program staff.
- Support the implementation of ACROSS' staff development policy, including personal development planning, in a way that is consistent and transparent.
- Provide spiritual and pastoral support where appropriate.

**iv) HR and Staff Management**

- Help to drive a culture of ambitious, responsible, and committed leadership amongst nutrition staffs.
- Enhance the performance management for nutrition staffs both direct and indirect line management
- Support nutrition program staff through close attention to staff care, mentoring, and development.
- Create and sustain a work environment of mutual respect where team members strive to achieve excellence.
- Contribute to country team-building efforts, help team members identify problem solving options, and ensure the integration of all team members into relevant decision-making processes.

**v) External Representation**

- Build positive local working relationships with partners and beyond, local communities, county government officials, local churches, UN and NGOs
- Promote strong networking with wide range of humanitarian and development actors (Both local and international).
- Attend all partners meetings on regular basis.

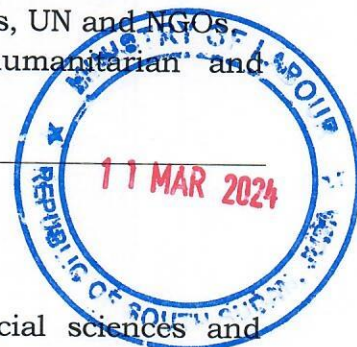
**MINIMUM QUALIFICATIONS & EXPERIENCE REQUIRED:**

**a. Education:**

- Masters' degree in health and nutrition or other social sciences and extensive practical management experience preferably in emergency nutrition and humanitarian response programmes.

**b. Work Experience**

- Not less than 5 years' experience in Management of emergency nutrition; NGO & refugee camp setting, managing a programme, project assessments, project design, proposal and report writing, implementation, monitoring and evaluation. managing large and diverse teams in insecure settings.





**PERSONAL SKILLS/ATTRIBUTES REQUIRED:**

- A committed Christian of good character and values.
- Excellent analytical skills.
- Good interpersonal, communication and negotiation skills.
- Good organizational skills.
- **Language:** Fluency in oral and written English. Understanding of the local language (Juba Arabic) will be an advantage.
- **Other Desirable Skills:** Very good inter-sectoral coordination skills
- **Professionalism** – Effective organizational skills; high drive for results, commitment, good understanding and knowledge in CMAM, experience in implementing CMAM components and hygiene promotion/Nutrition education programs, and Nutrition intervention.
- **Commitment to Continuous Learning** – Willingness to keep abreast of new developments in the field.
- **Planning & Organizing** – Excellent planning, coordination, and reporting skills, with the ability to organise a substantial workload comprised of complex, diverse tasks and responsibilities.
- **Technological awareness** – Knowledge of developments in technology.
- **Teamwork** – Excellent interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Computer** - Superb skills in computer (Microsoft Excel, power point, Access and Word)
- Willingness and ability to adapt to changing work requirements and priorities that may require overtime or extended hours.

**Desirable Qualifications and Skills**

1. Knowledge of policies and procedures of Nutrition programming.
2. Commitment to Child protection, Prevention of SEA and Safeguarding of Adults and other Vulnerable persons.
3. Commitment to help persons of concern and willingness to cooperate with counterparts.
4. Demonstrate integrity, excellence, stewardship, and collaborative abilities.
5. Display trustworthiness, honesty, confidentiality and should be comfortable working in a team setting.

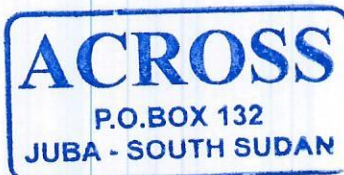
**If you believe you meet the above qualifications, please send us soft copies of your Curriculum Vitae (CV), copies of relevant Academic documents, Nationality Certificate, Cover Letter and a written Personal Christian Testimony by email to [recruitment@across-ssd.org](mailto:recruitment@across-ssd.org) in one file document or deliver hardcopy to ACROSS Main Officer – Juba.**

**ACROSS**  
P.O.BOX 132  
JUBA - SOUTH SUDAN

**And**, with the urgency to fill this position, applications submitted will be reviewed on a first come first serve basis if deemed good enough.

**Important to Note:** ACROSS has a zero-tolerance approach to conduct such as fraud, sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination, corruption and bribery. All selected candidates will be expected to abide and adhere to ACROSS' standards of conduct and will therefore undergo thorough background checks through a number of means. Selected candidates will also be required to provide additional information as part of the verification exercise. Misrepresentation of information provided during the recruitment process may lead to disqualification.

- **Applications without Personal written Christian Testimony (Not letter from the church) will not be considered.**
- Only shortlisted candidates will be contacted.
- **This Vacancy is open to qualified South Sudanese nationals only.**
- Applications once received are NOT Returnable.
- **Application letter, updated CV & Copies of only relevant academic documents should come in as one document).**



**END**