



# INTERNATIONAL MEDICAL CORPS

Headquarters: 1919 Santa Monica Blvd., Suite 400, Santa Monica, CA 90404

## JOB VACANCY ADVERTISEMENT

*International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document*

Job Title:	<b>Roving Nutrition Manager</b>
Country Program:	<b>South Sudan</b>
Location of Position:	<b>Juba</b>
Position Opened for:	<b>South Sudanese only (Internal/External)</b>
Report To	<b>Nutrition Coordinator</b>
Desired Start Date:	<b>8/June/2023</b>
Advertised date	<b>18/May/2023</b>
Closing Date for Applications:	<b>6/June/2023</b>



### Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

### Essential Job duties / Scope of Work:

- Collaborate with the Nutrition Coordinator, Nutrition Managers and MEAL Coordinator to achieve program objectives and smooth implementation of the program.





- Assist and ensure the implementation of nutrition programs are to the highest internationally accepted standards of care and South Sudan national guideline within the Nutrition program.
- Technically review field reports (weekly/monthly/quarterly/final) and ensure that reports meet the donor's standard requirement.
- Review and submit Monthly WFP distribution reports, NIS reports, UNICEF Stock reports and other monthly progress report and provide feedback to nutrition managers.
- Evaluate progress through outputs and impacts using both quantitative and qualitative data, and involving the nutrition team.
- Develop weekly and monthly work plans that are practical, that will guide the team to effectively deliver services to the affected population, as well monitor the progress of all set project results, verse targets set.
- Work with nutrition managers in the field in identifying support needed, e.g., nutrition supplies, drugs, rehabilitation, staffing etc.
- Ensure efficiency and results-oriented performance in the CMAM and MIYCN component of the program.
- Ensure nutrition supplies pipeline is maintained by sending request for supplies on time to UNICEF & WFP. Follow up on the request and facilitate shipment of supplies to the field especially for UNICEF supplies.
- Work closely with the Nutrition Managers, Site Manager and the Program/Project Team at the site level to determine the operational needs of the nutrition programs in the project locations.
- In collaboration with the field team and nutrition coordinator, identify existing project implementation gaps and new opportunities for nutrition and nutrition-related projects and lead on the concept note or proposal development while liaising with interested partners and stakeholders to ensure that proposed activities and programs align with best practice in the nutrition sector. Support in carrying out needs assessment to inform new program development.
- Prepare and contribute to project proposals for new funding opportunities, develop a detailed implementation and monitoring plan, and adapt program(s) to changing contexts as needed.



### **Capacity building, and technical support,**

- Provide technical support and supportive supervision to national staff implementing nutrition programs in South Sudan in line with developed project monitoring tools.
- Document all processes and outputs of capacity building, coordination and management of activities to ensure experiences and lessons are well documented for future reference.
- Create and maintain smooth relations and open collaboration with local government and local stakeholders and serve as the nutrition resource person.
- Support in national capacity strengthening processes and efforts for improving quality of Nutrition service provision through facilitating training with field team.
- Work with Nutrition program managers in the field in identifying training needs for the staff implementing nutrition programs, in different field sites and develop workable training plan. Training should confirm to MoH, South Sudan CMAM and Maternal Infant and Young Child Nutrition (MIYCN) guideline.
- In coordination with National Nutrition Manager, provide basic and refresher training to the field staff on CMAM and MIYCN
- Ensure internal integration between nutrition component and other sectors such as Health and GBV, while externally with other partners implementing Food security and Livelihoods, WASH and protection projects





### **Coordination and Representation**

- Actively participate and represent International Medical Corps in nutrition sector coordination forums at national and sub-national level, discussions and activities, serve as an International Medical Corps nutrition resource person, and display technical and organizational leadership in sectoral activities.
- Coordinate and follow-up on nutrition programs implementation to review progress towards objectives through organizing regular review meetings, update and experience sharing meeting among staffs and conduct regular field monitoring and assist in supportive supervision visits to nutrition program sites.
- In consultation with M & E team, and nutrition managers support in conducting client satisfaction assessment and report accordingly.
- Work closely with the M&E team to review and provide input for daily, weekly and monthly field reports in order to analyze trends and adjust the programs as needed and meet internal and donor requirements.
- Support the Nutrition Program Managers in implementation of planned activities according to the work plan adhering to the budget according to IMC standards and oversee program spending per budgets and pipelines.
- In coordination with Nutrition Coordinator and Nutrition Managers, support in reviewing pipelines according to the planned activities and ensure that procurement plan is updated.
- Work closely with logistic/procurement and follow-up on all procurements needed for the projects to ensure the procurement is done timely.
- Maintain professional relations with CHD, UNICEF, WFP, INGOs, national NGOs and other stakeholders in the Nutrition cluster at field level.

### **Prevention of Sexual Exploitation and Abuse**

- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within IMC and amongst, vendors-suppliers and beneficiaries served by IMC.

**Compliance & Ethics:** Promotes and encourages a culture of compliance and ethics throughout International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity.

**Ethical conduct for IMC staffs:** The International Medical Corps maintains a code of standards of conduct that shall govern the performances of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported/ by donor funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or about to employ any of the parties indicated above, has a financial or other interest in the firm selected for an award. IMC officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreement. These standards shall provide for disciplinary actions to be applied for violations of such standards by IMC officers, employees, or agents.





### **Qualifications and Experience Essential / Compliance & Ethics:**

- Master's degree in Nutrition/Public Health and 5+ years relevant work experience (minimum 3 years in emergency response setting) OR Bachelor's Degree in Nutrition and 8+ years relevant work experience (minimum 5 years in emergency response setting).
- Proven experience in emergency nutrition settings including CMAM, IYCF, SBC
- Experience of facilitation of training review meetings and workshops
- Good knowledge on budget and administration logistics and Human Resources management
- Knowledge on writing / developing project proposals including implementation reports.
- Fluent in written and spoken English and local language.
- Ability to provide technical support for IMC staff and government staff on proper implementation of CMAM, IYCF, SBC and other nutrition activities.
- Knowledge in designing and implementing appropriate and effective holistic nutrition programs including ensuring that the nutrition program is integrated with food security, health, and WASH programming where appropriate.
- Ability to read, analyses and interpret data and familiarity with nutrition surveys (Coverage, SMART and KAP surveys).
- Strong communication skills, able to effectively present information clearly and respond appropriately to questions from senior managers, counterparts, and government staff.
- Strong supervisory and organizational skills
- Advanced proficiency in the use of MS Office, and other computer applications
- Ability to cope with stress; hardship; patience and flexibility and willingness to work additional hours to meet tight deadlines.
- Ability and willingness to travel to field sites and nutrition facilities.

### **HOW TO APPLY**

Interested candidate (**South Sudanese Nationals**) who meets the above criteria, should submit their application (cover letter) indicating daytime, contact numbers, copies of Updated CV with at least three referees, their telephone and email contacts, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, (**Documents are not returnable once submitted**) addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to [SS-Recruiting@internationalmedicalcorps.org](mailto:SS-Recruiting@internationalmedicalcorps.org). Hand delivered applications should be submitted to Juba Head Office **Plot No 320 Block 3K, 2nd Class Residential areas, Pope Francis Road, Thongpiny Juba, Central Equatorial South Sudan**)

**Note:** Clearly indicate the position you are applying for on the back of your Envelop OR on subject line of your e-mail.

**Closing date for receiving application:**  
**6/June/2023.**





**Please note applications received will be reviewed on a rolling basis and this position might be filled before the closing deadline.**

**Locals are encouraged to apply and priority will be given to them.**

**We appreciate your applications; however, Only Shortlisted Candidates will be contacted for interviews.**

*Website for reporting misconduct: [www.InternationalMedicalCorps.ethicspoint.com](http://www.InternationalMedicalCorps.ethicspoint.com). Please do not submit your CV or application to this website, it will not be considered for review*

