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Approved by labor
24 NOV 2021
officer

VACANCY ANNOUNCEMENT

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 9 countries: Kenya, South Sudan, Nigeria, Pakistan, Cambodia, Tanzania, Uganda, Somalia, Haiti. Action Against Hunger-USA has over \$110 million in programs, and approximately 2000 staff based in the various country offices and the three Head Quarter Locations of New York City, Washington D.C and Nairobi. Additional growth is anticipated.

Action Against Hunger USA is currently looking for a qualified **South Sudanese National** to fill the vacant position of **CMAM Research Officer -01 position Based NBEG-Aweil East**

Position open date: **November 23 2021.**

Closing date: **Dec 07, 2021**

Expected Start date: **Jan 2022**

Contract Duration: **1 Year**

Location: **NBEG-Aweil East**

PURPOSE AND SUMMARY OF THE POSITION

Under the supervision and guidance of the Deputy CMAM Research Manager, Nutrition Head of Department and Field Coordinator, the CMAM Research Officers provide support in the operationalization of research studies in the Country Office through technical support, build capacities of staff and providing direct supervision to project staff.

The CMAM Research Officer role has the following purpose, engagement and delivery

Under the supervision of the Deputy CMAM Research Manager, the CMAM Research Officer will directly work with direct beneficiaries of ACF-USA South Sudan Country Office through the implementation of the organization's "Impacts of COVID-19 on Child Nutrition Programming in South Sudan" study and continuous monitoring of project activities. S/He will work in close coordination with the field staff of other ongoing ACF programs in the area.

TASK & RESPONSIBILITIES

1: Supervise all data collection activities

- Check that equipment is in good working condition
- Write report to deputy manager in case of any material damage/loss
- Ensure smooth and efficient day-to-day operation of all study activities
- Ensure rigorous data collection at all nutrition sites, including correct administration of the informed consent and study questionnaire.
- Complete all required daily and weekly reports and return them to the Deputy CMAM Research Manager in a timely manner
- Proactively raise challenges and issues occurring with the study to the Deputy CMAM Research Manager

- Attend and participate in regular meetings with the CMAM Research team to share information and learnings

2: Manage all CMAM Research Data Collectors

- Oversee proper informed consent process implemented by data collection staff
- Ensure quality of data collection and fidelity of study protocol implementation
- Work closely with data collectors and CMAM clinic staff to identify and enroll participants
- Enter all data into electronic data bases and reconcile any data entry errors with original hard copy forms
- Conduct regular meetings with data collection staff and provide supportive supervision as needed
- Frequently visit clinics and attend household data collection to monitor activities and to ensure study protocols are implemented correctly.
- Develop weekly work plans for data collectors
- Maintain regular communication with the data collectors and organize regular meetings with data collectors to share information and address challenges

3: Oversee and manage all logistics associated with the study

- Manage the distribution of study supplies to participating staff and clinics to meet data collection needs
- Coordinate movement plans according to the needs of the study and data collection.

4: Manage data collected for the study

- Oversee the anthropometric measurements by data collectors and clinic staff to ensure accuracy in data
- Oversee surveys and ensure compliance with study protocols
- Collaborate closely with OTP/TSFP clinic staff to obtain OTP/TSFP clinic data of each participant and transfer data from clinic forms into electronic database for the research project
- Collect and enter data from source documents including nutrition site registers, ration cards and treatment cards.
- Perform daily data quality checks and undertake corrective measures
- Ensure all completed questionnaires and consent forms are returned to the Maluakon bases at the end of each day

GENDER EQUALITY COMMITMENTS

- ❖ Fostering environment that supports values of women and men's equal access to information.
- ❖ Provides an environment where women and men must be promoted based on the performance objectives.
- ❖ Respect for beneficiaries, women, men, children (boys & girls) regardless of gender, sex, disability, religion, etc.
- ❖ Value and respect for all cultures.
- ❖ Promote and uphold the PSEA and procedures.

DELIVERY

CMAM Research Officer will be expected to deliver daily and weekly contributions to the study's reports, including monthly reports, donor reports, and status updates. He/She will be primarily

POSITION REQUIREMENTS

QUALIFICATION

- ❖ Diploma in nutrition or clinical studies or nursing
- ❖ Minimum Two years' experience of working in CMAM program
- ❖ Experience in Capacity building of local staff
- ❖ Health/Nutrition related certificate

SKILLS & EXPRIENCE

ESSENTIAL	<ul style="list-style-type: none"> ❖ Sufficient knowledge of arithmetic to make anthropometric measurements and statistics. ❖ Strong computer skills and knowledge of Microsoft Office platforms ❖ Knowledge of the local context & can easily communicated with the local language ❖ Good communication skills and ability to influence the community. ❖ Clear understanding of Team Work, ❖ Flexible personality and negotiation skills, ❖ Experience with ACF-USA nutrition activities.
PREFERRED	<p><i>Functional Competencies (required)</i></p> <ul style="list-style-type: none"> ❖ Candidates must have a strong understanding & experience of Humanitarian Principles, ❖ Conflict management and effective mediation skills, ❖ Previous experience with Action Against Hunger is an added advantage.

To apply, please! Send your cover letter and CV with three professional References to recruitment@ssd-actionagainsthunger.org specifying **CMAM Research Officer**; as the tittle of your email, Hand Deliver the Hard Copy of your Applications to our Field Offices in Aweil Town or Aweil East Maluakon filed Office, you can also drop your Application in our Warrap Field Office Located in Alek,

The deadline for applications is **Tuesday December 07, 2021** by or before **4:00PM CAT** we do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact.

"This Position is Open to South Sudanese Nationals Only and priority will be given to the Residence of the Duty Station"

"Qualified Female Candidates are encouraged to apply"

"Applications sent after the Deadline shall not be considered"

