

Approved



JOB ADVERTISEMENTS- Nutrition Supervisor

CMMB is a global non-governmental, humanitarian and development organization with a special focus on making healthcare available to all. CMMB has been implementing comprehensive health intervention in South Sudan since 2009.

CMMB South Sudan is seeking qualified and suitable candidates for the following position:

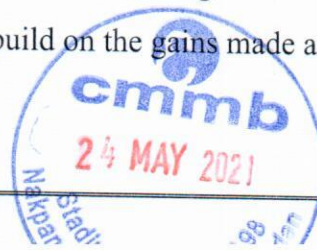
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| JOB TITLE: | Nutrition Supervisor |
| LOCATION | WES Yambio |
| REPORTING TO | Nutrition Project Manager |
| Closing Date: | 6 th June 2021 |

Overall Purpose: Working as an important member of a diverse team who are committed to serve the world's most vulnerable with practical and compassionate care the Nutrition Supervisor has a vital role to play in improving the overall nutrition situation of the target population. This involves implementing quality nutrition services and contributing to the effective management of the assigned nutrition project(s) in line with the objectives, budget and time frame laid down in the proposal(s). The role also includes enhancing beneficiary participation, managing and training local staff, integrating nutritional assessments and treatment in existing health care programmes and planning and initiating new nutrition projects / proposals.

DEPARTMENT SUMMARY

CMMB's Program Department plays a critical role in delivering critical life-saving programs that include Maternal and Neonatal Child Health, Child Protection and Gender Based Violence, Covid-19 Case Management and Nutrition. With over 200 staff in four field offices, we seek to always deliver on quality and sustainable impact through health services, health education, capacity building and health infrastructure strengthening. CMMB's Program Management approach strives to efficiently and effectively utilizes its resources in achieving its program goals through a cost effective and efficient integration approach, while ensuring compliance with CMMB, the National Ministry of health policies and donor policies and regulations. Through a team of dedicated program staff, the team upholds utmost integrity, honesty and love in the execution of their roles to achieve CMMB's vision, mission and core values.

CMMB South Sudan has been implementing a Nutrition Program since 2015, funded by both UNICEF and WFP. A three year program was awarded in 2019, and as we approach the last year of the program, we are seeking to include this Senior Program Manager position to support the team in achieving the planned outputs and outcomes, and contribute to the design of the next phase of this crucial program. CMMB seeks a leader who will build on the gains made and in



particular strengthen the partnership with UNICEF and WFP to enhance the impact on communities and contribute significantly to the related National Health strategic objectives and the SDGs.

Major Duties and Responsibilities

Nutrition Management □ Be responsible for the implementation, management, supervision and support of the assigned nutrition project(s) in line with the activity plan and time frame of the relevant project proposal and any applicable national and international guidelines and standards

- Conduct regular field trips to clinics and other nutrition facilities for support and supervision
- Ensure that regular monitoring and evaluation assessments are conducted both against project objectives and to ensure the quality of the programme, with reports being made to the relevant field managers
- Provide input into the integration of beneficiary participation and accountability in all aspects of the project
- Oversee the process of data collection, collation and dissemination to meet the requirements and deadlines set by CMMB and/or external partners
- Ensure accurate and timely reporting of activities for internal and external reports (e.g. monthly, quarterly and final reports) as requested by field managers, HQ and donors
- Input into the development of the country strategy, new projects and/or donor proposals as requested by field managers

Staff Management

- Manage and oversee the assigned nutrition team including recruitment, day-to-day management, development and training, appraisals, etc.
- Facilitate regular team meetings with the assigned nutrition team, reviewing team and individual objectives, ensuring team members are kept informed of issues relevant to their work and providing an opportunity for feedback
- Ensure the assigned nutrition team members receive relevant and appropriate supervision, coaching, mentoring and training in order to develop their personal and professional skills, knowledge and understanding. This may be through on-the-job training and taught sessions and may also involve nutrition training and supervision of Community Health Workers and other staff in the health facilities supported by the Health team
- Promote the health and security of the nutrition team by ensuring the application of security guidelines, health and safety in the workplace and healthy living conditions and practices

Financial Management

- Work with the relevant field managers to plan, construct and manage nutrition budgets for the assigned nutrition project(s) ☐ Coordinate and oversee petty cash requirements of the assigned nutrition team, ensuring all required paperwork is completed accurately and in a timely manner
Communication and Coordination
- Develop and maintain appropriate, regular, transparent and supportive communication structures with the assigned nutrition team, CMMB in-country health and nutrition managers and advisors and other relevant stakeholders (e.g. beneficiaries, community leaders, local and national government officials, UN agencies and other NGOs)
- Represent CMMB at relevant local level coordination meetings involving local authorities, UN agencies and other NGOs

Logistics

- ☐ Manage the correct and timely ordering (within budgetary constraints) of all necessary medicines, supplies and equipment for the assigned nutrition facilities and activities, ensuring minimum stocks are maintained and items are stored and distributed correctly

Quality Management

- Promote and use the CMMB intranet and other operating procedures, ensuring that all standardized formats are used and guidelines are followed
- Implement, as far as is possible within operational constraints, relevant policies and standards relating to nutrition service delivery including Sphere and HAP standards, national requirements and donor guidelines and other good practice
- Participate as requested CMMB internal workshops and distance learning sessions to keep up with changing trends, new guidelines and best practices

Delegated Responsibilities

- Achievement of the assigned nutrition project outcomes within the budget and the agreed time frame
- Management of the relevant aspects of the nutrition budget for the assigned nutrition project(s)
- Filing and archiving of all required records and documents for the assigned nutrition project(s) according to the requirements of CMMB, donors and relevant local authorities
- Line management of assigned nutrition staff, including recruitment, performance monitoring, disciplinary action, etc.

Person Specification

Qualification / Experience

Essential

Desirable

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| Vocational qualification | Diploma or Degree preferably in Nutrition or in another relevant field such as nursing/Public Health. | University degree in a relevant subject |
| Work experience | 3-5 years NGO post-qualification professional experience. | Management experience in a nutrition / health context Experience working in a nutrition / health programme with emphasis on CMAM |
| Languages | Good English (spoken and written) Basic Arabic communication. | Ability to speak, or willingness to learn, local language |
| IT | Computer literate with good working knowledge of Microsoft Excel, Word, PP, NIS and SMART Surveys and Outlook | NIS desired for Data Analysis and interpretation |
| Competencies | Essential | Desirable |
| Motivation | | Desire to learn |

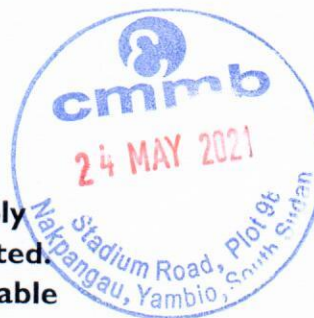
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| | Passionate about serving the poor Self-motivated | |
| Team-building | Team-player with good inter-personal skills Good communicator, able to pass on information efficiently Willingness to support others and to share workload Aptitude for community mobilisation and capacity-building | Experience of living and working in a multicultural team Experience in training / mentoring / coaching staff |
| Adaptability | Capacity to work under pressure and manage personal stress levels Able to work effectively in a wide variety of situations Creative, open-minded, flexible, selflearner Able to cope with basic living conditions in the field and during field trips | Willingness to be stretched professionally, personally, and spiritually |

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| Technical expertise | <p>Able to develop and maintain effective relationships with colleagues, beneficiaries, other agencies and local authorities</p> <p>Understand the concepts of behaviour change and community-based training</p> <p>Ability and willingness to manage project implementation</p> <p>Good report writing skills</p> <p>Problem solving ability</p> | <p>Clinical skills within a Primary Health Care setting and/or CMAM setting</p> <p>Knowledge and/or experience of CMAM programming</p> <p>Knowledge of humanitarian principles, Sphere and HAP Standards and other international humanitarian guidelines and protocols</p> <p>Planning, assessment and analytical skills</p> |
| Management and leadership | <p>Excellent organizational skills</p> <p>Able to oversee multiple tasks</p> <p>Able to prioritize clearly</p> <p>Able to enforce procedures</p> <p>Able to set clear objectives for staff and to delegate</p> <p>Committed to consultative and servant minded leadership</p> | <p>Previous management / leadership experience</p> <p>Able to take the initiative in project decisions.</p> |

How to apply

- Interested applicants should submit their application together with resume/CV to cmmbssouthsudanjobs@cmmb.org indicating position applied for on the subject line by 6th June, 2021. Include telephone and email contacts of 3 references and your daytime telephone/cell phone contact. Only shortlisted candidates will be contacted.

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| CMMB Yambio Office Human Resource Office Gbudue Stadium Road, Block 9, plot No.93 Yambio WES Email: cmmbssouthsudanjobs@CMMB.org | CMMB Juba Office Juba Operation Office Rahwa Building Plot 710-3k, Kololo Juba Juba CE State-South Sudan Email: cmmbssouthsudanjobs@CMMB.org |
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- Internal candidates are encouraged to apply
- Only short-listed applicants will be contacted.
- Applications once received are not returnable