



**VACANCY ANNOUNCEMENT
NATIONAL HEALTH & NUTRITION PROGRAMME MANAGER**

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.

Concern South Sudan is looking for a suitable candidate to fill the position of **National Health & Nutrition Programme Manager** to be based in **Guit County, Unity State**.

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 Primary Health Care (PHC) activities in Guit County. The Job Holder will also have the responsibility to build the capacity of the County Health Department staff and all CONCERN Worldwide Supported Health facilities in-charges and department heads. S/He will support in proposal writing and donor reports as well as representing Concern in coordination meetings as requested by line manager.

Main Duties & Responsibilities:

Capacity Building of the CHD and PHCC staff

- Provide technical support to CHDs on delivering key components of the Basic Package of health and nutrition services in Guit County
- Lead the identification of needs for capacity-building actions and technical support areas
- Develop a capacity-building strategy for the County Health Department and Chotyi PHCC management staff
- Develop the capacity of the County Health Department to plan, monitor and coordinate service delivery
- Train and Mentor the CHD Director and CHD department heads on effective planning, management methodologies, quality health service delivery, and reporting, monitoring, supportive supervision and coordination and resource mobilization
- Organize joint supportive supervision using standard checklists, draw actions points from the joint visit and follow implementation of the action points
- Coordinate the organization and delivery of the capacity-building actions such as regular mentoring, trainings, active participation in coordination meetings etc.
- Monitor and review the progress of capacity building activities and prepare the CHD to take full responsibility on delivery of health care services in the county
- Organize and conduct quarterly review meetings with CHD, SMOH and key stakeholders to discuss the achievements, challenges and plan for the subsequent quarters

Programme Management and Technical Supervision:

- Support the International health and nutrition manager in managing the health & nutrition programme in Guit County 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 Health & 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 Health and Nutrition Coordinator and Programme Director
- Provide technical assistance and support to any health & nutrition project officers, mobile team leads and SMOH Staffs, including support to nutrition surveys i.e HFA, SMART, SQUEAC and KAP
- Support technical trainings for CMAM, MIYCN, and IMNCI to nutrition officers, SMOH Staff, and assistants in line with South Sudan protocols

Human Resources:

- Support with the management of 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 Health & 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:

- In the absence of the International Health and Nutrition Manager, act as Concern's focal point for the Health and Nutrition State Cluster and CHD Coordination meetings, actively participating in the health & Nutrition State and county 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
- Represent Concern with government departments, donors and communities in State and County levels, with the support from the Area Coordinator, as required
- Work closely with Country health & nutrition team as and when required

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

DIRECTORATE OF HRM
 Approved

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MINISTRY OF LABOR, PUBLIC SERVICE
 & HUMAN RESOURCES DEVELOPMENT
 27 MAR 2023
 SUDAN
 UNITY STATE - BENTIU
 DIRECTOR GENERAL'S OFFICE

Concern Worldwide
 Bentiu Field Office



manager

Concern Code of Conduct and Associated Policies

To adhere to, support and promote the standards outlined in the Concern's Code of Conduct and its Associated Policies and be committed to providing a safe working environment.

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.

Qualifications - Education/Training/Experience

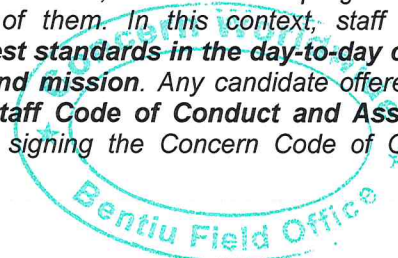
- Master in public health in addition to degree in human medicine from a recognize university
- Degree in clinical medicine, Nutrition degree or nutrition post graduate qualification or public health/nursing qualification (with significant nutrition experience)
- At least 3 years experiences in medical 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 Centers
- 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
- Familiarity with IT equipment, HF/VHF radios and security issues
- Previous experience of working in South Sudan
- Excellent command of oral and written English
- Ability to prepare project related reports/ documents
- Ability to live and work in an insecure environment

Key competencies:

- A team leader and team player with significant experience in team building with strong organisational, interpersonal and communications skills
- Strong organisational, interpersonal, communications and networking skills. Good training, presentation and persuasions skills
- Good verbal and written communication and strong analytical skills
- Good Clinical knowledge
- A good understanding of security context and its relevance to programme delivery & design.
- Understanding and sensitivity to cross cultural issues; ability to work and remain calm under pressure; good people development and motivation skills
- Flexible, reliable and adaptable to changing environments and volatile security settings
- Diplomatic - a commitment to working through systems of community participation and mobilization
- Ability to take initiative, work independently with minimal supervision, and as part of a team
- Willingness to travel and live under basic conditions
- Ability to take initiative and work with minimal supervision

Safeguarding at 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. Additionally, Concern is committed to the **safeguarding** and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including **criminal background checking**.

How to apply:

1. Interested South Sudanese applicants who meet the above requirements should submit their **applications, Updated CVs** of not more than 3 pages, **copies of their nationality ID, educational certificates and Labour Card** in a sealed envelope addressed to: Human resources department at Bentiu Field Office located in IDP Camp-Logbase, and Juba head office located along the Airport Road, opposite to Ebony Bank or email to vacancies.juba@concern.net not later than **11th April 2023**.
2. Do complete the summary profile and criminal background check forms when submitting your application.

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

