

50-H-3
APPROVED
HMM
28 FEB 2024
28/02/2024

Location: Leer Nutrition Manager -Position -will be based in Leer County Unity state -Relocatable to Juba

Job Purpose: The purpose of the Nutrition Manager is to assist and supervise the direct implementation of CMAM nutrition programming which includes screening, clinical management of severe/moderate acute malnutrition in both children under 5 and pregnant, and lactating women, community involvement and behavior change communication to caretakers at the clinic level. They provide supervision and trainings to local staffs to allow them to implement the programmes. The Nutrition Manager is also in charge of writing reports and maintaining data records, assisting with ensuring adequate stocks, providing trainings to local staffs as needed, and monitoring of the overall health and nutrition situation for malnourished children under five years and pregnant and lactating women. Intermittent programme management may be based from Juba requiring creative approaches to overseeing the nutrition programme and staff.

Key Responsibilities

Nutrition Management

- Be responsible for the implementation, management, supervision, and support of the CMAM programme in line with the time frame of the relevant project proposal and any applicable national and international guidelines and standards with an emphasis on clinical management of malnourished children.
- Conduct regular supervision in the nutrition clinic sites to support staff with on-the-job training when able and ensuring quality of service delivery.
- Provide training for local staff in line with the appropriate national and international guidelines.
- Oversee and manage medical complications of malnourished children with the involvement of clinical OTP/TSFP staff.
- Implement participatory Behavior Change Communication methods in nutrition project in coordination with the Psychosocial support team.
- 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 Medair and/or external GIK partners.
- Ensure accurate and timely reporting of activities for internal and external reports (e.g., weekly, monthly, and quarterly reports) as requested by project managers, HQ, and donors.
- Expansion of the nutrition programme with establishment of new nutrition sites in collaboration with the Nutrition PM

Staff Management

- Assist in the recruitment of local field staff within the intervention location following all HR policies of Medair and the Government of South Sudan
- Line manages and oversees the assigned nutrition staff including recruitment, day-to-day management, development and training, appraisals, etc. The team includes certified health staff (e.g., nurses), other nutrition staff (e.g., Nutrition Assistants, Community Nutrition Worker) and support staff (e.g., cleaners, guards)
- Ensure the assigned nutrition team members receive relevant and appropriate supervision, coaching, mentoring, and training to develop their personal and professional skills, knowledge and understanding.

Financial Management

- Work with the Project Manager and the PSM to manage finances within the field location and payment of salaries.
- Coordinate and oversee petty cash requirements, ensuring all required paperwork is completed accurately and in a timely manner.

Communication and Coordination

- Maintain appropriate, regular, transparent, and supportive communication structures with the assigned nutrition team, Medair in-country and advisors and other relevant stakeholders (e.g., beneficiaries, community leaders, local and national government officials, UN agencies and other NGOs)

- Represent Medair at relevant local level coordination meetings involving local authorities, UN agencies and other NGOs.

Logistics

- Manage the correct and timely ordering of needed stocks and supplies to the field location in coordination with the Project Manager and logistics responsible person.
- Manage all stocks within the field locations ensuring proper stock management systems are in place.
- Monitor expiration dates of all stocks in the field locations to ensure timely use or redistribution to other Medair programmes/other appropriate parties.

Quality Management

- Promote and use the Medair intranet and other operating procedures, ensuring that all standardized formats are used, and guidelines are followed.
- Implement relevant policies and standards relating to nutrition service delivery including Sphere and HAP standards, Ministry of Health and donor guidelines and other good practice.
- Participate as requested in Medair internal workshops and distance learning sessions to keep up with changing trends, new guidelines, and best practices.

Delegated Responsibilities

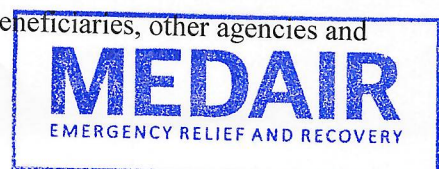
- Filing and archiving of all required records and documents for the assigned nutrition project according to the requirements of Medair, donors and relevant local authorities
- Line management of assigned local nutrition staff, including recruitment, performance monitoring, disciplinary action, etc.

Essential Requirements

- Degree in Nutrition, Public health with nutrition specialisation.
- 2 years post-qualification nursing / medical professional experience.
- Experience working in nutrition programme in a developing country, preferably in a humanitarian context.
- Good English (spoken and written).
- Computer literate with good working knowledge of Microsoft Excel, Word, Outlook, and PowerPoint.
- Strong Christian commitment.
- Passionate about serving the most affected.
- Self-motivated.
- Team-player with good inter-personal skills.
- Good communicator and able to pass on information efficiently.
- Willingness to support others and to share workload.

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, self-learner.
- Able to cope with basic living conditions in the field and during field trips.
- Technical expertise.
- Strong nutrition background.
- Able to develop and maintain effective relationships with colleagues, beneficiaries, other agencies and local authorities.
- Ability and willingness to manage project implementation.
- Aptitude for community mobilisation and capacity-building.



Management and leadership

- Excellent organisational skills.
- Able to prioritise clearly.
- Able to enforce procedures.
- Able to set clear objectives for staff and to delegate.
- Committed to consultative and servant minded leadership.

Area of expertise

- Nutrition
- Management
- Public Health



Desirable

- Education/training/experience in humanitarian work.
- 1 year Management experience in a health/nutrition context
- Hands on" experience in nutrition and experience working in a nutrition programme in a developing country/humanitarian context.
- Ability to speak, or willingness to learn local language.
- Desire to learn.
- Experience of living and working in a multicultural team.
- Experience in training/mentoring/coaching staffs.
- Willingness to be stretched professionally, personally, and spiritually.
- Experience in Behaviour Change Communication.
- Knowledge of humanitarian principles, Sphere and HAP Standards and other international humanitarian guidelines and protocols.
- Planning, assessment, and analytical skills.
- Report writing skills.
- Previous management/leadership experience.
- Able to take the initiative in project decisions.
- Diplomatic.
- Able to oversee multiple tasks.

Application deadline: 18th March 2024 at 5:00 PM.

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience, and 3 referees, and (2) a Cover letter detailing how you qualify for this position **to: Recruitment Human Resources Department Medair South Sudan - Bilpam Road, Hai Tong Ping** or e-mail: recruitment-sds@medair.org.

