



## VACANCY ANNOUNCEMENT

**Job Title:** Health & Nutrition Manager  
**Number of Post:** One (1)  
**Band /Level /Grade:** 7B Professional  
**Department:** Health  
**Location:** Ajuong Thok  
**Overtime Eligible:** N/A  
**Date of Issue:** Friday, 22<sup>nd</sup> April 2022



### **Background/IRC Summary:**

The International Rescue Committee as one of the world's largest humanitarian agencies, provides relief, rehabilitation, and post-conflict support to victims of oppression and violent conflict in 42 Countries. IRC is committed to bold leadership, innovation, and creative partnerships. South Sudan, an independent nation since 9<sup>th</sup> July 2011, is emerging from decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains fragile, and the operational context is challenging. IRC has been in South Sudan since 1989 and currently operates in Northern Bahr El Ghazal, Lakes, Unity and Central Equatoria States. IRC South Sudan program is currently seeking qualified candidates to fill the above vacant position.

### **Job Summary:**

The Health and Nutrition Manager will work directly with and provide technical oversight to the field-based health staff on Primary health care, sexual and reproductive health, nutrition, emergency preparedness and response and capacity building of health staff in the project location.

### **Major Responsibilities/Duties:**

The responsibilities of Health and Nutrition Manager will include following:

#### **1. Program Management and Development**

- Oversee the implementation of the health and nutrition program and ensure that program goals, objectives, activities, and targets are met as stated in the donor agreed project work plan and log frame.
- Ensure the health and nutrition programs comply with international best practices, using standardized protocols and guidelines and in line with the policies and procedures of MOH, UNHCR, WHO, UNICEF, and WFP.
- Prepare program work plans jointly with the program team with the leadership of the Field Coordinator
- Ensure that the projects are properly monitored and evaluated. Conduct regular monitoring visits to the project locations including supported static and mobile health facilities, community health programs.
- Promote the culture of learning and documentation so that lessons learned, and good practices are documented and shared for institutional memory and learning. Ensure that the field experiences are well documented, and successes are shared for advocacy.
- Assess unmet needs in the health sector with a special focus on primary and reproductive health and nutrition.
- Strictly follow up on the medical and operational supply chain systems, including requisition, forecasting, stock and warehouse management and distribution.
- Work closely with IRC programs implemented in the same location to leverage on opportunities for integrated programing.
- Participate in business development for future health interventions by the IRC in coordination with the Technical Coordinators.

#### **2. Grant Management and Reporting**

- Manage and oversee all health grants, develop, and implement projects based on the project documents including work plans, spending plans and procurement plans for all projects.
- Meaningfully participate in Project Cycle Management meetings including project opening meetings, implementation and close out meetings.
- Prepare project and donor reports within agreed deadlines in the appropriate format after substantial performance reviews based on relevant project documents and agreed work plans.



- Review Budget Vs Actuals for all health projects in the location with the health and field level program staff monthly and develop recommendations and action plans to improve programming
- Assure appropriate, compliant, and timely grants spending to achieve program goals.
- Compile, review and submit monthly pharmaceuticals, nutrition and other commodities distribution and consumption reports working closely with the pharmacists.
- Conduct monthly field level program review meetings and data review meetings to track key indicators and ensure that projects implementations remain on track through the lifetime of projects.

### 3. **Staff Management**

- Maintain updated job descriptions of key program staff and health facility staff to ensure adequate coverage and staff management.
- Support in the recruitment of essential program and staff cadres to ensure quality program development and implementation alongside the HR department
- Supervise project staff ensuring the departmental org chart is appropriately updated and streamlined to ensure effective and timely services delivery.
- Provide organizational leadership to project team and oversee coordination and teamwork.
- Work on performance monitoring with the project staff and ensure staff set SMART objectives and are reviewed in time during the performance check in period.

### 4. **Program Monitoring and Quality**

- Conduct regular support supervision to all project areas, using clearly defined TORs, tools, and schedules to ensure that each department is adequately supervised, coached, and ably mentored to deliver quality.
- Conduct monthly data review calls with projects staff providing feedback on areas that need improvement and setting up project dashboards for easy access with key staff.
- Design, and implement staff capacity building plans to ensure that the projects staff are well suited and empowered to deliver quality health and nutrition services.
- Conduct monthly Infection prevention control (IPC) at facility checks for the health facilities supported in the project locations and lead the quality improvement teams in reviewing performance.
- Ensure that all relevant protocols, guidelines, and IEC materials are available and easily always displayed in the health facility to aid in services provision.
- Conduct in depth review of all program data with the M&E and project teams to track performance. This is inclusive of weekly IDSR/EWARS reports, Monthly HIS, and drugs consumption reports

### 5. **Coordination and Representation**

- Develop and maintain effective working relationships with all stakeholders including community leadership, NGOs, UNHCR and other UN Agencies, Community based organizations, CRA and the CHD/SMOH.
- Represent IRC in donor meetings, cluster coordination meetings and other stakeholder forums.
- Support county coordination mechanisms and state level coordination mechanisms related to health and nutrition programming.
- Share information obtained during relevant meetings with relevant parties to ensure timely decision making and adaptive program implementation.

### **Key Working Relationships**

**Reports to:** Field Coordinator, Ajuong Thok Field Office

**Directly supervises:** Field level health and nutrition staff

**Internal contacts:** Senior Health Coordinator, Nutrition Coordinator, Maternal and child health coordinator, Sectoral leads in Ajuong Thok

### **Qualifications, Skills, and Experience:**

**Education:** Health professional (MD/RN, an MPH is preferred) with a strong public/primary health care background.

### **Skills and Experience:**

- At least 3 years of program management experience preferably working in a complex humanitarian/emergency context
- Experiences supervising a multi-cultural team in a complex setting
- Ability and flexibility to understand the cultural and political environment and cooperate with local health representatives and other actors



- Excellent communication skills, good spoken and written English.
- Knowledge of computer use including basic computer packages will be considered an advantage.
- Fluency in Arabic language is an added advantage
- Able to work under difficult and stressful situation

**Compliance:** Ensure that all activities respect the principle of confidentiality and that all incidents reported to IRC are handled with due regards to protection principles. Ensure adherence to IRC-South Sudan specific finance, logistics, IT, security, communications and human resources/administration policies and procedures. Incorporate and comply with new procedures and guidelines designated in circulars from Country Director. Ensure any violations of the IRC Sexual Abuse and Exploitation Code of Conduct are reported to the Country Director, or through the anonymous reporting mechanism. The reporting of violations is an obligation on the part of all staff members. Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by IRC and other humanitarian workers. Ensure compliance of IRC's Child Safeguarding policy in all IRC activities and report any violations observed or reported through the necessary channels immediately.

**Confidentiality:** Ensuring the non-disclosure of any information whatsoever relating to the practices and business of IRC acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.

**Professional Standards:** The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation, Combating Trafficking in Persons, and several others.

**Gender Equity:** IRC is committed to narrowing the gender gap and leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender sensitive security protocols and other supportive benefits and allowance.

**Equal Opportunity Employer:** IRC is an Equal Opportunity Employer. IRC considers all applicants based on merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable law.

The position is strictly for **SOUTH SUDANESE NATIONAL WITH ALL REQUIRED NATIONAL DOCUMENTS.**

**How to Apply:** Interested applicants should submit a **CV with 3 references** (Please indicate referee telephone number and email address) and a copy of academic and training certificate, a copy of **national ID** and **day time telephone contact** address it to the **Human resources Department, IRC South Sudan** and you can delivered your Application to **IRC Head office in Juba Goshen House, or field office in Jamjang**, or you can e-mail your applications to [SS-HR@rescue.org](mailto:SS-HR@rescue.org). Deadline for submission **Wednesday 11<sup>th</sup> May 2022 before 5:00PM Central African Time.**

**NOTE:** Only short-listed candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC. Any candidate who may wish to do job solicitation to win favor whether directly or indirectly will automatically lead to disqualification of one's application once detected at any stage of the process.

**PLEASE REMEMBER TO CLEARLY INDICATE THE POSITION YOU ARE APPLYING FOR ON THE ENVELOP (Hand Delivery)/SUBJECT Email)**

**FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY**



*→ Reviewed by RAC office*  
*# Approved by Labour Public service SPT office.*  
 22 APR 2022  
 22/04/2022

