



Save the Children

25 January 2024

Re-Job Advertisement

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: Nutrition Coordinator

Location: Walgak.

Reports to: Area Nutrition Programme Manager

Contract Period: 10 Months



CHILD SAFEGUARDING:

Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people

Nutrition Coordinator will be responsible for the overall management and supervision of planning, implementation monitoring and evaluation of nutrition projects that will work intensively with indigenous partner NGOs in Akobo west County; to build their capacity to setup and operate facility as well as community-based nutrition services. He or she will ensure that rapid expansion of access to nutrition services through building the capacity of the primary health care network to integrate community-based management of severe acute malnutrition within already established primary health services with support of Area Nutrition Program Manager

Reports to: Area Nutrition Programme Manager

Staff reporting to this post: Nutrition Officer and MIYCN Officer.

SKILLS AND BEHAVIOURS (SCI Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency.

QUALIFICATION

- Health / Public Health / Nutrition / Nursing BSc or equivalent
- 2-3 years of experience in emergency nutrition work and the design and implementation of feeding programmes (ideally CMAM, CIYCF), including monitoring and evaluation

KEY AREAS OF ACCOUNTABILITY:*Implementation, and team management*

- Coordinate and manage overall nutrition program management in the county and ensure implementation of activities in collaboration with the Area Nutrition Program Manager, Logistics and Administration departments.
- Develop plan of work for OTPs, MIYCN, and CMAM, SC and SFPs activities as well as any other health activities according to the expected progress of the active projects.
- Evaluate and update project needs (HR, financing, logistics).
- Liaise with relevant government county authorities and ensure the programme strategy, objectives and activities are understood and agreed and appropriate communication channel is in place.
- Ensure sound monitoring of program activities, linking with M&E team at field level.
- Provide advanced word processing support by creating complex spreadsheets, maintaining databases, and creating high quality reports, presentations, and other documents.
- Involve in the preparation of key nutrition and health messages in reference to the existing health and nutrition education materials.
- Organize monthly meetings with the team and report the outcome to the head of the programme.
- Keep an updated register of the staff (absences, overtime)
- Supervise Nutrition staff and operations of feeding centres, distributions sites and community outreach workers and stabilization centres; conduct evaluation and appraisal of staff as is required.
- Help the Health, OTP and SFP team in any task when required.

- Organize and carry out nutrition trainings for MOH staff & Nutrition workers and volunteer groups on management of acute malnutrition.

Monitoring and supervision of nutrition program in the county

- Supervising admission of patients to SC, OTP, SFP as well as any health component incorporated into the active projects.
- Supervising treatment and progress of patients.
- Ensuring adherence to and respect of current MOH guidelines, protocols, and donor requirements
- Analysing nutrition situation and prevailing trends.
- Compiling statistical data and draft appropriate reports on activities.
- Compile and submit weekly, bi-weekly, and monthly routine OTP/SFP reports and contribute to donor reporting.
- Regularly organize evaluation meetings of team members.
- Write reports to document the process of implementation, lessons learnt and good practice and ensure information is widely disseminated.

Nutrition supplies and stock management

- Checking that all the supplies are listed in the register.
- Compile stock requests for the various distribution sites
- Follow-up of supplies consumption and orders
- Ensuring that stock levels are sufficient for the functioning of SFP and OTP (weekly, monthly, or quarterly)
- Make monthly physical inventory of all nutrition supplies and submit monthly stock reports.

Meeting and coordination with the relevant sectors

- Represent SCI in all coordination meeting (Nutrition cluster, HCF, ICWG meetings at state and county level) and any other ad-hoc meeting of nutrition.
- In liaison with the Area Nutrition Programme Manager, establishing network with the other actors in the area.
- Develop productive working relationships with Government, Non-Governmental institutions, and other project partners.
- Establishing linkage with other Nutrition specific and sensitive sectors community leaders and other representatives
- Participate in the relevant cluster meetings and other related forum at County or State level as and any rapid assessment in the county.
- Conduct regular meetings with other program and health facility staff to discuss and document lessons learned.
- Assist in organization of project workshop and seminars, trainings including preparation of short reports.
- Maintain a training database for trained health workers on the various components of nutrition.
- In consultation with the Nutrition programme Managers identify expansion areas for implementation

Human Resource Management

- Support recruitment and deployment of CNWs, MTMSG, and CNVs
- Ensure that CNWs prepare individual annual work plans, and periodically review them for progress.

Finance & Grant Management:

- Support the nutrition program manager track budgets and ensure spending on the program is in line with the approved budgets.
- Support finance team in Submission of finance reports.
- Support the quantification, procurement plan development, raise procurement plans and support purchase of nutrition supplies.
- Monitor the use of nutrition supplies.

Reporting:

- Work with the Nutrition and MIYCN officers, as well as MEAL team to compile and submit reports timely
- Manage and support the county nutrition team to prepare monthly and quarterly program reports,
- Prepare field trip reports.
- Prepare briefing notes on the program for nutrition and field manager.

Safety & Security

Ensure safety of the nutrition program staff at the different field implementation sites by monitoring the security situations at these sites and enforcing advisories from the safety and security in collaboration with the respective Field Managers.

EXPERIENCE & SKILLS

Essential

- Demonstrable management experience, including budget holding responsibility.
- 2-3 years of experience in emergency nutrition work and the design and implementation of feeding programmes (ideally CMAM, CIYCF), including monitoring and evaluation
- Experience in conducting nutrition assessments and an understanding of nutritional surveillance and information systems.
- Experience of working with local partners and building capacity
- Proven capacity to supervise, train and coach staff.
- Willingness and capacity to be flexible and accommodating when faced with difficult and frustrating working conditions.
- Prepared to live and work in an uncertain security environment and spend up to 3 months at a time in remote locations embedded with partner organisations.
- Ability and willingness to frequently travel and stay at the field.
- Commitment to and understanding of Save the Children's aims, values, and principles.
- Experience and ability to represent Save the Children in South Sudan's nutrition work in external meetings.
- Demonstrable ability at report writing and excellent communication skills.
- Computer literacy and proficiency in MS Word and Excel spreadsheets
- Fluency in written and spoken English and local languages.

Desirable

- Qualified nurse with primary health care / community health care experience

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures;

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

Humanitarian response

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly

Application Information:

Please attach a copy of your CV and cover letter with your application and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at ([SCI Career Site Careers \(oraclecloud.com\)](https://www.oraclecloud.com))

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR Technical support.

Deadline for submitting applications: **13th, February 2024.**

Cc: MoIjobadvert@gmail.com;(National Ministry of Labour email Address Juba)



Approved by
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RRC coordinator
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