



HEALTHCARE

FOUNDATION

ORGANIZATION

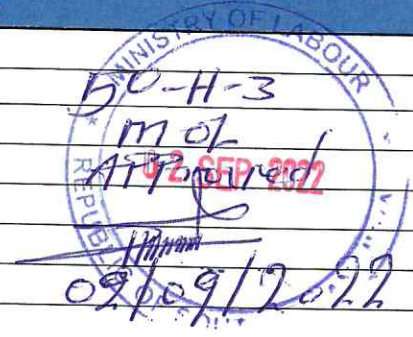
To improve and advance the "Quality of Healthcare" in South Sudan and its Regions

(South Sudan National Only)

JOB VACANCY ANNOUNCEMENT

VA/HFO/SSHF/058/2022

Job title:	Nutrition Manager (1 position)
Reporting to	Health Technical Lead (HTL)
Department:	Nutrition Department
Hours:	40 hours per week
Duty station:	80% Juba based and 30% field travel
Opening date	September 2 nd , 2022
Closing date	September 21 st , 2022
Starting date	ASAP



BACKGROUND

About Healthcare Foundation Organization (HFO) was founded in 2015 in South Sudan over 7 years ago and has built a long-term, local presence in Equatoria Region (Central Equatorial State, Upper Nile Region (Jonglei State, Fangak, and Canal/Pigi Counties), Unity State, Rubkona, Guit, and Leer Counties) and Bahr El Ghazal Region (Northern Bahr El Ghazal, Aweil East County) & Warrap State, Twic East, and Gogrial East Counties). Regional Office in Sudan with HQ in Khartoum, White Nile State, and Blue Nile State respectively. Our Country team of advisors uses their specialist expertise in Health, Nutrition, Protection, Food Security, Education and Water, Sanitation, and Hygiene. We work in the above States to support over 300,000 poverty-fighting developments and humanitarian aid projects.

HFO has been working in South Sudan since 2017 and is currently working in four States. Our services are in line with Humanitarian core policies and are tailored for specific South Sudan organizations, initiatives, and regions. HFO would like to implement an anticipated Program. For more information, please visit HFO's website at www.hfo-ss.org We wish to recruit interested and qualified applicants (South Sudanese national only) for the following position:

OUR VISION STATEMENT

HealthCare Foundation Organization (HFO) inspires hope and contributes to health and well-being by providing the best care to every community through integrated clinical practice and education toward self-reliance.

Website: <http://hfo-ss.org/>

Email: info@hfo-ss.org / healthcarefoundation.org@gmail.com

Address: Kololo road behind Catholic University of South Sudan / Plot No. 15 blocks (1) Juba, South Sudan (Tongpiny, Khartoum He)





HEALTHCARE

FOUNDATION

ORGANIZATION

To improve and advance the "Quality of Healthcare" in South Sudan and its Regions

OUR MISSION STATEMENT

HealthCare Foundation Organization (HFO) exists to inspire, empower and transform communities to move towards self-reliance through the provision of holistic social services and development assistance to the people of South Sudan and Sudan.

1) PURPOSE OF THE POSITION:

The key focus of the Nutrition Manager is to manage and oversee the emergency nutrition programs in HFO's operations areas. The Nutrition Manager will provide technical oversight and management of all emergency nutrition interventions such as BSFP, TSFP, OTP, SC, and IYCF-E. S/he will ensure that emergency nutrition projects are implemented in line with project proposals and plans - on time, within scope and budget, and ensuring quality and adherence to national and regional standards and HFO guidelines. The Nutrition Manager will promote collaboration and coordination with SSHF/OCHA, NRC, and other partners operating in the area and will participate in regional nutrition meetings as required.

2) MANAGEMENT, LEADERSHIP, AND PROJECT IMPLEMENTATION.

- Provide management in the form of oversight, planning, prioritization, coordination, coaching, and supervision to the nutrition team.
- Ensure that the nutrition program is implemented to a high-quality standard and is in line with project plans.
- Build and strengthen the capacity of HFO field staff through training, monitoring and follow-up.
- Develop annual, monthly, and weekly work plans and ensure their implementation so that project deliverables are implemented according to the approved donor proposals.
- Identify obstacles/challenges encountered and work with the project team to find and implement solutions
- Review expenditure and carry out budget management responsibilities

3) CAPACITY BUILDING AND TECHNICAL SUPERVISION.

- Adhere to existing protocols/ checklists and develop new templates if required in order for project staff to conduct on-the-Job Supervision and quality control supervision of CMAM services (OTP and Inpatient facilities).
- Provide technical support and advice to teams and ensure the quality of the programs.





HEALTHCARE

FOUNDATION

ORGANIZATION

To improve and advance the "Quality of Healthcare" in South Sudan and its Regions

- Provide guidance to staff on any new program initiatives and assist them in the roll-out of new initiatives or corrective actions.
- Work with the HFO team, team leaders, M&E officer, and nutrition Officers in the analysis of nutrition data and develop, report, and provide feedback for the team.

4) ENSURE THAT MONITORING, REPORTING, AND LEARNING ARE DONE EFFECTIVELY AND EFFICIENTLY.

- Prepare and submit timely and high-quality written reports for HFO's partners, external stakeholders, and donors.
- Review and provide feedback to draft reports produced by subordinates.
- Documenting feedback from all meetings and disseminating it to the local team
- Supporting any survey undertaken by the project.

5) COORDINATION & LIAISON.

- Actively works with Nutrition Officer based in the field, and other program staff to promote and facilitate good working relationships, collaboration, and clear communication.
- Attend external meetings to represent HFO and provide information on the nutrition program.
- Coordinate with other nutrition and non-nutrition actors in the area.

6) FINANCIAL MANAGEMENT.

- Prepare a detailed budget plan and implement the approved budget in line with HFO Finance policies and procedures.
- Responsible for ensuring proper, efficient, and timely utilization of allocated program/project budget, including purchasing of materials.
- Participate and give appropriate input for the project during the budget revision process.
- Prepare a project procurement plan and ensure its timely implementation.

7) HUMAN RESOURCES MANAGEMENT.

- Directly manage the nutrition site team leaders and outreach team leader.
- Set performance objectives for direct reports using the HFO PDR system and carry out performance development reviews.





HEALTHCARE FOUNDATION ORGANIZATION

To improve and advance the "Quality of Healthcare" in South Sudan and its Regions

- Identify ways of increasing individual staff effectiveness and providing regular feedback on performance.
- Provide technical and managerial support to coach field staff in order to build their capacity to perform their assigned roles and responsibilities.
- Address any HR issues in a timely and appropriate manner.

8) MAINSTREAMING.

- Ensure the mainstreaming of gender within the program and of cross-cutting issues including accountability, HIV/AIDS, and the environment, in line with HFO South Sudan guidelines.
- Support the roll-out of organizational initiatives in Equality, HIV mainstreaming, and humanitarian accountability.

9) ACCOUNTABILITY

- The Nutrition Manager reports to the Health Technical Lead (HTL). Performance against objectives and work plans, regular meetings, and progress reports are the main means of assessing performance.

10) OTHER INTERNAL AND/OR EXTERNAL CONTACTS:

- **Internal:** Close working relationship with the Health Manager, specialized NM, Regular communication with education, violence prevention and response, economic recovery & development, governance, research, evaluation and learning, and gender equality technical unit teams. Close relationships with regional and country program teams. Interacts with HFO internal departments, including Operations Unit, External Relations, and communications and advocacy departments, to keep them informed of program activities.
- **External:** Serve as HFO program representative in outside regional meetings and global meetings and academic forums with donors, other non-governmental organizations, inter-agency groups, and foundations.

11) EDUCATION:

- Degree in Nutrition or Public Health
- Master's degree in Public Health or Nutrition a distinct advantage
- Excellent written and spoken English

12) JOB-RELATED EXPERIENCE AND KNOWLEDGE



- At least 5 years of technical experience in managing staff in CMAM of which 3 years will be in a direct management position.
- Experience in working with donors and partnerships with relevant partners such as National/International organizations and UN agencies.
- Familiar with SSHF, UNICEF, OCHA IOM, and other UN and key stakeholders' policies on IDPs.
- Strong technical capacity, excellent personnel management skills, leadership qualities, mediation, and facilitation skills.

12.1 Work Experience: A minimum of 5 years of National or international field experience of which at least 3 in managerial/coordination positions with National Non-Governmental Organizations in humanitarian or post-conflict settings. Experience in specified technical areas including comprehensive primary healthcare, technical tools, materials development, and monitoring and evaluation is highly desired. Experience in strategy development and working across sectors or disciplines is highly desired.

12.2 Demonstrated Skills and Competencies: Demonstrated expertise in working with donors, project design, proposal development, and monitoring and evaluation, with the ability to turn concepts and strategy into measurable action. Able to work with remote, multi-cultural, and multi-disciplinary teams. Strong interpersonal verbal and written communication skills and ability to facilitate collaboration. Outstanding capacity to understand the country's context, portfolio, and overall programmatic needs, and pull and coordinate the relevant technical assistance from within and outside the health unit. Ability to transfer technical knowledge and skills. Demonstrated commitment to staying informed and up to date with best practices.

12.3 Language Skills: Fluency in English and Arabic is a requirement; Proficiency in another local language is an advantage.

13) HFO STATEMENT:

- HFO staff must adhere to the values and principles outlined in the HFO Code of Conduct and Ethics, HR Policy Manual, Prevention from Sexual Exploitation and Abuse policy, GBV, and Child Safeguarding Policies.

HEALTHCARE



FOUNDATION

ORGANIZATION

To improve and advance the "Quality of Healthcare" in South Sudan and its Regions

- In accordance with these values, HFO enforces policies on beneficiaries, partners, and services providers to protect the Vulnerable groups from being exploited and to ensure a safe environment free from harassment.

14) HOW TO APPLY:

- ✓ Applications should be addressed to Human Resource & Administration Manager by quoting the vacancy number not later than **September 21st 2022 @ 5.00 PM.**
- ✓ Applications received after this date will not be considered and submitted using the email address: recruitment@hfo-ss.org and copy recruitmentshfo.org@gmail.com
- ✓ Due to limited internet space, **HAND DELIVERY** of Applications is allowed, and please find the address of the HFO Office below this advert.
- ✓ Hand delivers to HFO security Guard in Tongpiny, off the Catholic University of South Sudan.
- ✓ Due to the urgency of these positions, applicants **WILL BE** selected on a rolling basis and before the dateline.
- ✓ **Qualified female applicants are particularly and strongly encouraged to apply!**

HFO Employment statement: Healthcare Foundation Organization (HFO) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, or marital status.

@HFO HR & Administration department 2022



Page 6 of 6

Website: <http://hfo-ss.org/>
Email: info@hfo-ss.org / healthcarefoundation.org@gmail.com
Address: Kololo road behind Catholic University of South Sudan / Plot No. 13 blocks (1) Juba N. (Tongpiny, Khartoum He)

