



HEALTHCARE FOUNDATION ORGANIZATION (HFO)

TO IMPROVE AND ADVANCE THE "QUALITY OF HEALTHCARE" IN SOUTH SUDAN AND ITS REGIONS
EMAIL: HEALTHCAREFOUNDATION.ORG@GMAIL.COM | PC.HEALTHCAREFOUNDATION.ORG@GMAIL.COM
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HUMAN RESOURCE AND ADMINISTRATION DEPARTMENT

JOB VACANCY ANNOUNCEMENT

VA/HFO/SSH/SA1/01/2025

Job titles:	Nutrition Assistant (1 Position)
Reporting to	Nutrition Officer
Department:	Nutrition Department
Hours:	40 hours per week
Duty station:	Malakal County
Opening date	4/9/2025
Closing date	18/9/2025
Starting date	ASAP

BACKGROUND

Healthcare Foundation Organization (HFO) was founded in 2015 in South Sudan and has established a strong local presence for the last ten years. HFO operates across key states of the country, including:

- Central Equatoria State(Juba County)
- Upper Nile State(Fashoda, Panyikang, Malakal, Maiwut, Nasir and Baliet)
- Jonglei State(Fangak, Bor, Twic East, Ayod, Canal Pigi)
- Unity State(Leer County and Mayendit County)
- Northern Bahr El Ghazal(Aweil East):
- Warrap State (Gogrial East County)

Beyond South Sudan, HFO was also registred in Sudan in 2022 with its head office in Khartoum, and additional operations in White Nile and Blue Nile States before the Sudan's crisis in 2023 and early 2025, HFO extended its operation to refugee's settlement in Palebek, Lamu District_Uganda and has been registered with the Government of Uganda as a Regional Humanitarian Organization.

Our dedicated team of experts delivers high-quality programs in health, nutrition, Gender Based Violence (GBV), protection, Non-Food Items (NFI), Food Security and Livelihood (FSL), education, water, sanitation, and hygiene (WASH). Through these interventions, HFO has reached and supported over





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300,000 vulnerable and affected people with lifesaving humanitarian assistance and long-term development initiatives.

Since 2017, HFO has been actively implementing humanitarian programs across six states of South Sudan. All our services align with humanitarian core policies, international best practices, and the specific needs of South Sudanese communities and institutions.

For more information, please visit our website: www.hfo-ss.org.

OUR VISION STATEMENT

HFO envisions empowered, holistically transformed, and peaceful communities growing in unity and diversity towards self-reliance.

OUR MISSION STATEMENT

HFO exists to inspire, empower, and transform communities to move towards self-reliance by providing holistic social services and development assistance.

Open Positions

HFO is seeking applications from qualified and motivated candidates for the following positions under its anticipated program:

Nutrition Assistant (1 Position)

1. Purpose of the Position

The Nutrition Assistant is responsible for supporting the implementation of nutrition interventions at the community and facility levels. The position ensures effective delivery of nutrition services, including screening, referral, treatment, counseling, and community mobilization, with the aim of improving the nutritional status of children under five, pregnant and lactating women, and other vulnerable groups in line with organizational policies, donor requirements, and national health and nutrition guidelines.





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Key Roles and Responsibilities

1. Program Implementation

- Conduct regular community mobilization and sensitization on nutrition and health practices.
- Support nutrition screenings for children under five, pregnant and lactating women, and other target groups.
- Facilitate referral and follow-up of malnourished clients to health/nutrition facilities.
- Assist in the delivery of nutrition interventions such as distribution of nutrition supplements (RUTF, RUSF, micronutrients, etc.).
- Provide nutrition education and Infant and Young Child Feeding (IYCF) counseling to caregivers and mothers.

2. Data Collection and Reporting

- Record and maintain accurate data on beneficiaries, admissions, and discharges.
- Support timely compilation and submission of nutrition reports to the Nutrition Officer/Supervisor.
- Ensure proper documentation and confidentiality of beneficiaries' information.

3. Capacity Support and Coordination

- Work closely with health facility staff, community health workers, and volunteers to strengthen nutrition services.
- Assist in training and mentoring community-based volunteers on nutrition screening, referrals, and counselling.
- Participate in regular team meetings and coordination with other program staff.

4. Monitoring and Quality Assurance

- Support monitoring of nutrition activities to ensure quality service delivery.
- Provide feedback to the supervisor on challenges, gaps, and successes in the program.





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- Assist in ensuring that nutrition supplies are used appropriately and accounted for.

5. Community Engagement

- Foster strong relationships with community leaders, caregivers, and beneficiaries to encourage participation in nutrition activities.
- Promote awareness of good hygiene, sanitation, and feeding practices to complement nutrition interventions.

6. Other Duties

- Perform any other tasks assigned by the Nutrition Officer/Supervisor in support of the program.

KEY ACCOUNTABILITIES:

Key Accountability 1: Implementation of all aspects of Nutrition

- Support nutrition officers in preparation of work plans for the key activities of high impact for the nutrition component of the project.
- Support project-level nutrition assessments and surveys.
- Ensure children under-5, pregnant and Breastfeeding mothers are screened and those malnourished are registered, enrolled, admitted for treatment, or referred for proper management.
- Implement high nutrition impact interventions packages in totality and in a professional manner at the TFC facility and community level for that facility.
- Develop key messages in nutrition to the targeted beneficiaries and ensure it is delivered appropriately.
- Conduct on-job training for the TFC facility health workers and community nutrition mobilizers at their respective workplaces.





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- Ensure coordinated referral system from SC, OTP, and TSFP, and follow up.
- Preparation and submission of weekly and monthly reports on time and giving job training to the CNVs and the Nutrition Assistance.
- Provide outreach services together with the outreach team.

With support from the nutrition officer, ensure quality cooking demonstration sessions are conducted in project-supported communities.

Key Accountability 2: Capacity Building

- Promote awareness and appropriate nutritional behaviors in project-supported communities.
- Monitor the stock supply level and report to the supervisor.
- Organize and deliver supplies to the facilities based on stock levels.
- Work closely and maintain relationships with the MoH and other agencies with nutrition programs.

Monitor the implementation of the activities and prepare regular progress reports and other reports to the line manager.

PERSON SPECIFICATION

Qualifications

- Diploma in Human Nutrition, General Nursing, Public Health – Related field. Experience working with International NGOs in South Sudan, particularly in a nutrition-focused role.
- Familiarity with the Millennium Development Goals, Sphere Standards, Do no harm policy, HealthCare Foundation Organization Code of Conduct, Humanitarian Accountability Programme, etc.





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Skills

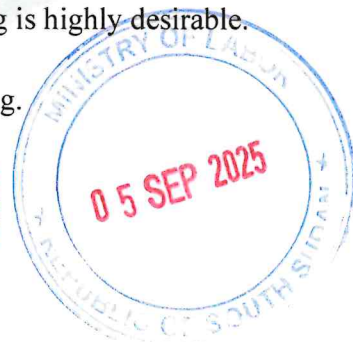
- Knowledge of Nutrition best practice, trends, and standards.
- Able to build the capacity of others
- Able to organize and deliver workshops for communities.
- Ability to represent the organization at the provincial and local level
- An ability to work under pressure with limited support.
- Good written and spoken English; able to contribute to written reports.
- Working knowledge of Microsoft Word and Excel
- Committed to the HealthCare Foundation Organization's values and code of conduct
- Willing and able to travel for up to 70-80% of the role
- Sensitivity to cultural differences
- Fluency in English and local languages such as Shilluk and Arabic within the project site.

Cross-Cutting Responsibilities

- Maintain patient confidentiality, dignity, and respect always.
- Uphold ethical nursing practices and HFO's safeguarding principles.
- Promote accountability and responsiveness to community feedback.
- Collaborate with health and non-health teams for integrated service delivery.

Experience

- At least **1-2 years of experience** working in nutrition or health programs, preferably with NGOs or health facilities.
- Previous experience in community mobilization and counselling is highly desirable.
- Experience in data collection, beneficiary tracking, and reporting.





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Application Process

- Opening Date: September 5, 2025
- Deadline for Applications: September 24, 2025 (applications reviewed on a rolling basis)
- Expected Start Date: As Son As Possible (ASAP)

How to Apply:

- Applications should be addressed to the Human Resource & Administration Manager, clearly quoting the vacancy position, and submitted no later than September 24, 2025, at 5:00 PM.
- Applications received after the deadline will not be considered.
- Applications must be submitted via email to hrm@hfo-ss.org
- Due to limited internet access, hand delivery of applications is also allowed. Please submit to the HFO Security Guard at **HFO Head Office, Tongpiny – Off the Catholic University of South Sudan, Near UNIDOR Office.**
- **Note:** Due to the urgency of these positions, applications will be reviewed, and candidates may be selected on a rolling basis, prior to the deadline.
- **Qualified female candidates are strongly encouraged to apply!**





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HFO Employment Statement

Healthcare Foundation Organization (HFO) is an equal opportunity employer. We provide fair and equitable treatment in employment to all individuals without regard to race, color, religion, sex, national origin, age, disability, political affiliation, or marital status.

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