

Approved

[Signature]

**Catholic Medical Mission Board
Nutrition Assistants Job Advertisement**



Position:	Nutrition Assistant (16)
Duty Station:	(4) Nagero PHCC. (2) Namutina PHCC. (2) Duma PHCU. (2) Kuro PHCU. (2) Bandala PHCU. (2) Bakiringba PHCU. (2) Mangburu PHCU.
Reports To:	Health and Nutrition Officer
Date: Open Date	17 th September, 2026
Closing Date:	07 th October, 2026

About CMMB

Catholic Medical Mission Board (CMMB) is an international developmental organization that believes in a world in which every human life is valued, and health and human dignity are shared by all. We believe that access to quality healthcare is a basic human right. For nearly 110 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. For further information on CMMB South Sudan, visit our webpage at www.cmmb.org.

CMMB has been working in South Sudan for over a decade providing a package of integrated health services to vulnerable populations, redressing issues that affect the health and wellbeing of mothers, children, and newborns. CMMB supports the Ministry of Health (MOH), working with other health partners, to provide: (a) a continuum of care through integrated health services (MNCH, nutrition, WASH, Child Protection and GBV) and health infrastructure strengthening at the community, facility, County and State levels; (b) health workforce capacity strengthening through on the job mentoring and training, as well as leveraging CMMB's international volunteer program; and (c) Health Information System strengthening through transitioning from paper based data collection and reporting to more accurate and timely electronic systems, reproducing and disseminating health registers and training of SMOH data clerks. CMMB also promotes equal access to basic essential medicine through its medical donation program.

Job Summary

Under direct supervision of the Nutrition Officer, the nutrition assistant will ensure the nutrition program is implemented effectively as per the National Ministry of Health, Nutrition

Guidelines, and protocols. The Community Management of Acute malnutrition (CMAM and Maternal Infant Young Child Nutrition, MIYCN) will be adhered to for proper treatment and prevention aspects of malnutrition.

With major focus on nutrition in emergencies, the nutrition assistant will ensure this is leverage maximally to eliminate all forms of malnutrition within the communities. Protect, support, and promote optimal breastfeeding and complementary feeding practices.

Responsibilities and tasks

- Carry out anthropometric Measurements for Children below Five years through taking weight, height, MUAC Measurements.
- Admit and discharge the beneficiaries as per the national guidelines and protocols (CMAM)
- Dispense rations to the beneficiaries as per the recommendation.
- Health and Nutrition Education to the mothers and caregivers particularly on Optimal breastfeeding and Optimal Complementary feeding.
- Help organize the cooking demonstration sessions at the health facility and the community levels.
- Supports the formation of Mother-to-Mother Support Groups
- Ensure the facility has adequate Monitoring and Evaluation(M&E) Tools.
- Ensure the kitchen gardens are well established and maintained.

Nutrition Supplies Management

- Will ensure the Supplies stocks are updated.
- Ensure that the supplies are accounted for and report any supplies loss/damages within 24 hours.
- Will ensure the supplies are adequate by timely supplies request and follow up.
- Accurate Monthly stock reporting (Opening stocks/used and balances) during the reporting period.
- **Participate in the follow-up of supplies consumption and orders.**

- Ensuring that stock levels are sufficient for the functioning of OTP/SC programs.
- Make monthly physical inventory of all nutrition supplies.

Coordination/Meeting

- S/he organizes monthly meetings and shares the minutes with the supervisor.
- Monitor and supervise the work of community Nutrition Volunteers/integrated Boma Health Workers.
- Participating in any national event/campaigns e.g. Vitamin A supplantation/Mass MUAC screening and Deworming campaigns
- Participate in any nutrition assessments in the community.
- Participate in meetings and community sensitization Activities.
- Establishing linkage with community leaders and different groups existing in the working area.
- Linkages of the beneficiaries to the livelihood programs (Food Security and Livelihoods).

Reporting

- Provide timely, validated, accurate Nutrition reports (NIS/MIYCN/ Stocks Reports monthly Sitreps)
- Report and any supplies loss/damages within 24hrs.
- Keep proper track of the supplies with waybills/bin cards and filing system

Capacity Strengthening

- Provide mentorship/on-job training to Boma Health Workers/Community Nutrition Volunteers to enhance the knowledge on CMAM/MIYCN.
- Facilitate the roll out of Family MUAC approach and training mothers on skillfully MUAC takings.

Required skills/Qualifications

- Certificate or Diploma in a Health-related field from a recognized institution.

- Training and/or experience in Community-Based Management of Acute Malnutrition (CMAM) and Maternal, Infant and Young Child Nutrition (MIYCN) will be an added advantage.
- Ability to communicate effectively in the local language and/or Arabic.
- Previous experience in a similar role, preferably within health, nutrition, or humanitarian programming.
- Ability to prepare, maintain, and submit accurate reports in a timely manner.
- Good interpersonal and communication skills, with the ability to work effectively with communities and stakeholders.
- Ability to work independently and under challenging conditions while meeting assigned targets and deadlines.

Languages:

- Excellent written and spoken English
- Fluent spoken Juba Arabic.
- Knowledge of the main local language in the location is an added advantage

How to apply:

Please submit your CV and covering letter addressed to CMMB South Sudan at the following email address: CMMBSouthSudanjobs@cmmb.org by latest the October 7th, 2026. Please note that due to the urgent nature of the position, evaluation of application will be on a rolling basis. We encourage qualified female candidates to apply.

Applications can also be **hand delivered** to the address below during working hours between 8.00am and 5.00pm:

CMMB YAMBIO OFFICE AND COUNTY HEALTH DEPARTMENT IN TAMBURA, NAGERO AND OTHER MENTION LOCATIONS.

Please note: "CMMB has zero tolerance on Sexual Exploitation, Abuse and Harassment (SEAH), and therefore the successful candidate will be subject to a through SEAH reference check in accordance with CMMB policies. In that regard, please read and sign the self-declaration and consent form on the last page and return with your application. Please note, your application will not be considered if your signed self-declaration and consent form is not received along with your application."

Catholic Medical Mission Board
Sexual Exploitation, Abuse & Harassment (SEAH)

Self-Declaration & Consent Form

CMMB has zero tolerance on Sexual Exploitation, Abuse and Harassment (SEAH), and therefore the successful candidate will be subject to a through SEAH reference check in accordance with CMMB policies. In that regard, please read and sign the attached self-declaration and consent form and return with your application. Please fill and sign this self-declaration and consent form and return it to CMMB HR with your application. Kindly note that your application will not be considered if your signed self-declaration and consent form is not received along with your application.

I..... hereby declare to the best of knowledge that I have not committed any act of Sexual Exploitation, Abuse and Harassment in my pass employment.

I hereby give my full consent for CMMB to conduct further background check related to SEAH.

Name : _____

Signature : _____

National ID/PP: _____

Date : _____

Note! All applicants to process Labour Cards at the Ministry of Labour

