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26/06/2026

## VACANCY ANNOUNCEMENT

Action Against Hunger is a non-governmental organization whose aims and mission is to save lives by eliminating hunger, under-nutrition, particularly during and after emergency situations like disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods (FSL); water, sanitation and hygiene (WASH) and advocacy.

Action Against Hunger USA is currently looking for a qualified **South Sudanese Nationals** to fill in the position of **Nutrition Survey Manager** 01 position to be based in Juba

**Position:** Nutrition Survey Manager  
**Reports to:** MEAL Coordinator  
**Location:** Juba (Roving)  
**Last updated:** June, 2026  
**Opening:** 26 June 2026  
**Closing:** 16 July 2026  
**Location:** Juba

Action Against Hunger leads the global movement to end hunger. We innovate solutions, advocate for change, and reach 28 million people every year with proven hunger prevention and treatment programs. As a nonprofit that works across 55 countries, our 8,990 dedicated staff members partner with communities to address the root causes of hunger, including climate change, conflict, inequity, and emergencies. We strive to create a world free from hunger, for everyone, for good.

Action Against Hunger USA is part of the Action Against Hunger International network. As an independent NGO, Action Against Hunger USA currently manages operations in 8 countries: Kenya, South Sudan, Somalia, Tanzania, Uganda, Ethiopia, Zambia and Haiti.

### **I. Job Summary**

Under the supervision of MEAL Coordinator, the Nutrition and Survey Manager guarantees quality surveys are conducted; represents Action Against Hunger at NIWG and other platforms; and supports in proposal development and donor report writing.

#### **Purpose:**

The Nutrition and Survey Manager is responsible for leading in the field SMART surveys in identified locations on behalf of Action Against Hunger; and reporting to the line manager, when needed he (She) will coordinate with NIWG.

#### **Engagement:**



Engage with program Specialists, Managers, Heads of Departments, MEAL team and Field Coordinators to; strengthen the Surveillance system; represent Action Against Hunger in NIWG and other similar platforms; support in proposal development and donor report writing.

**Delivery:**

Execute and implement quality SMART surveys (Nutrition Surveillance) to strengthen evidence and learning to maximize the impact of Action Against Hunger South Sudan programs to the beneficiaries and inform the South Sudan humanitarian community for analysis and decision-making. Provide quality and timely technical support throughout the project cycle implementation. SMART surveys and participation in other relevant and existing surveillance forums/activities as required by NIWG; technical and proposal development and donor report writing; participation in NIWG meetings.

**II. Essential Job Duties**

(Define main functions/roles and then define the specific/key job duties in each of them).

**Support Nutrition assessment strategy and SMART survey activities / Overall management of the Survey activities and strategy:**

**SMART Capacity Building to Partners:**

In close collaboration with the Ministry of Health, Nutrition Cluster (NC), NIWG, and all nutrition partners, to strengthen the nutrition information systems in South Sudan to contribute to information availability and feed to the regular humanitarian bulletins, IPC analysis, etc.

More specifically, in collaboration with the Ministry of Health and UNICEF, to actively contribute to strengthening of the NIWG and its functions (survey methodology validation, data analysis, data and report validation process, results dissemination, etc.

To provide support in the identification and articulation of the survey needs of nutrition agencies in South Sudan, particularly during humanitarian crises in areas that have been designated by the NC.

To provide technical on-the-ground or remote support to partners implementing SMART surveys and nutrition surveillance systems, notably for initial survey planning, sampling strategy, recruitment and training of survey teams, technical support for data analysis, and validation of reports.

To coordinate with NC partners and other nutrition coordination mechanisms such as NIWG on the necessary human and financial resources required to undertake the surveys.

To ensure collaboration with key governmental authorities (Ministry of Health) and other relevant groups (e.g. nutrition agencies, UNICEF, other INGOs).

To support to stakeholders in ensuring training, supervision and data collected from the annual Food Security Monitoring Systems and more specifically the nutrition indicators is of good quality.



- To execute Nutrition surveys, KAP surveys, Needs Assessment and any other surveys/assessments by ACF.
- To organize the ACF survey planning, ensure appropriate needs assessments and overall coordination with NC and NIWG.
- Prior, during and after rounds of nutrition survey, to promote involvement of County Health Department (CHD) teams at county level as well as with State MoH.
- To supervise the work of the survey team members in the field both at technical and operational level. The technical work includes support teams in the field, running rounds of nutrition surveys (based on Rapid SMART methodology).
- To ensure that the survey methodology (sampling, questionnaires, etc.) are used in the field and are in line with the defined approach validated by the NIWG, and ACF HQ Nutrition Technical Advisor (TA).
- To recruit, train and supervise the survey data collection team.
- To coordinate survey team members' work and operations; provide technical support to the field teams regularly during rounds of survey; and share lessons learned with NC partners.
- To coordinate the data analysis, result interpretation, and report writing with the nutrition surveillance expert, NIWG and ACF HQ advisor.
- Is responsible for survey report production and results dissemination.
- To supervise the evolution of the Survey approach and re-orient the program if needed, in discussion with ACF MEAL Coordinator, Programme Director, Health and nutrition Specialist, HQ Nutrition TA, and the NIWG.

## 1. Conducting of Surveys and Assessments

The Nutrition and Survey Manager is responsible for conducting surveys/assessment and ensuring their methodological and scientific soundness, as well as conducting data analysis and reporting. In collaboration with MEAL and Nutrition, surveys and assessments within Action Against Hunger in South Sudan.

### Design the survey (TOR):

The nutrition and surveillance program manager is in charge of developing the terms of reference, selecting the tools and methods, the type of informants and/or sampling, selecting villages for field work, writing guidelines, and setting up time frame, working days needed, logistics planning and any special tools needed (communication means, map, camera) to conduct surveys and assessments. Enumerators and team leader training: at the field level, facilitate identification, recruitment, and training of local survey enumerators and team leader training.



- **Fieldwork (data collection):**

A collection of information at the field level. The nutrition and surveillance program manager will systematically provide the team training before the fieldwork to test the questionnaire and methodology and to ensure that the team adheres to guidelines, protocols, and methodologies in place.

- **Collection of background and general information:**

Under the supervision of its line manager, Nutrition and Survey Manager is in charge of the scientific quality of the secondary information (eg: population figure). S/he will organize for field officers access to books, reports, key informant interviews, and local authorities according to the needs of the survey.

- **Analysis and processing of information:**

Particular attention will be paid to the nature of the data to be collected, ensure data entry is done daily, run plausibility checks to provide feedback to survey teams, and correct any mistakes identified. The main tools used for data processing are ENA for SMART, SMART Plus, and Excel. The nutrition and surveillance program manager will assist and lead the team in data entry and analysis.

- **Reporting/ restitution:**

The nutrition and surveillance program manager will be responsible for writing the survey report and finalize the report. The report should always be completed within a week after end of data collection and submitted to NIWG for in-country validation.

- **Archiving:**

The nutrition and surveillance programme manager is responsible for keeping records/archives of all reports and data collected.

## 2. Management of Survey teams

- In collaboration with HR department, recruit survey teams. Ensure follow-up of survey team: provide induction, define individual action plans, follow-up on leaves, conduct appraisal, and promote positive team dynamics and motivation.
- In collaboration with the HR department, ensure the support to the field teams for all matters concerning human resources.
- Build the technical capacity of the survey team: identify training needs, define training contents/methodology and conduct training for the team

## 3. Collaboration with Action Against Hunger team

- Follow up of program budget in liaison with the finance team.
- Follow up of the logistics requirements of the Survey team with the Logistics Department and relevant Field Coordinators.
- Collaboration with Technical Leads and Program Managers and any other ACF resource people in order to ensure the coherence of Action Against Hunger activities and reports while ensuring integrated multi-sectoral proposals are based on emerging field evidence and guidelines.
- Provision of both nutrition technical support based on needs identified by Technical Leads (Health and Nutrition Specialists).

## 4. Other duties as required



- Perform any other duties as may be assigned by the line manager.

### III. Supervisory Responsibilities

The Nutrition and Survey Manager will directly line-manage daily hired survey teams in the field.

### IV. Fiscal Responsibility

This position will be responsible for developing and managing all field SMART Survey budget and supporting the MEAL Coordinator to develop Survey budget during proposal development stage.

### V. Physical Demands

- While performing the duties of this job, the employee is required to sit for long periods and to concentrate on work, including typing, and turn out heavy volumes of work accurately, within short time frames under stressful situations in the context of a moderately noisy office with interruptions.
- To travel to the field, the employee must attest to a level of physical fitness capable of enduring physically difficult, highly stressful situations which may include the necessity to walk long distances, to eat a limited diet and/or to reside in potentially uncomfortable housing or tents.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### VI. Working Conditions, Travel and Environment

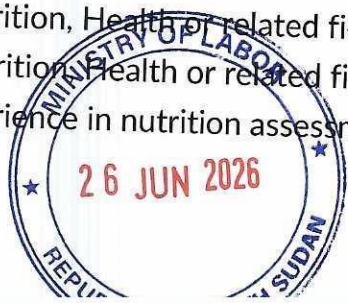
- The duties of the job require regular job attendance at least five days per week. Must be available to work outside normal office hours or on the weekends as required by contact with the missions, mission security, or other obligations.
- Must be able to travel as required for standard domestic and international business travel as well as to the missions if appropriate. While visiting the field, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.

### VII. Gender Equality Commitments & Zero Tolerance to Abuse

- Foster an environment that reinforces values of people of all genders equal access to information.
- Provide a work environment where people of all genders must be evaluated and promoted based on their skills and performance.
- Promote a safe, secure, and respectful environment for all stakeholders, particularly for children, beneficiaries, and members of staff.
- Help to prevent any type of abuse including workplace harassment and sexual abuse and exploitation.
- Respect beneficiaries' women, men, children (boys and girls) regardless of gender, sex orientation, disability, religion, race, color, ancestry, national origin, age, or marital status.
- Value and respect all cultures.
- Promote and uphold the PSEA policy and procedures

### VIII. Required Qualifications

- Master in statistics, nutrition, Health or related field with two years' experience.
- Degree in statistics, nutrition, Health or related field with at least 3 years of experience
- At least 2 years of experience in nutrition assessments and surveys as well as humanitarian work



**IX. Required Essential Skills & Experience**

- At least 2 years of experience at managerial level
- At least 2 years of experience in nutrition assessments and surveys as well as humanitarian work
- Excellent knowledge of SMART survey, LQAS, CSAS, and SQUEAC methodologies
- Excellent writing and analytical skills.
- Excellent communication skills.
- Experience in nutrition program management in emergency set-up including proposal writing, project budget management, reporting and training provision. Good management and representation competencies.
- Excellent in influencing and negotiation skills.
- Strong understanding of nutrition information system, monitoring and evaluation.
- Flexible personality and good negotiation skills.
- Willing to frequently travel to monitor activities.
- Easily integrate with remote areas living conditions
- Good knowledge of Microsoft word and excel is required
- Excellent of English language required and preferred, knowledge of Arabic and other local languages is an advantage

**X. Commitment to Anti-Discrimination and PSEA**

We provide equal employment opportunities (EEO) to all employees & qualified applicants for employment without regard to race, color, religion, gender, ancestry, national origin, age, handicap, disability, marital status, or status as a veteran. The incumbent is required to carry out the duties in accordance with the Action Against Hunger Safeguarding policies (PSEA, Child safeguarding and Code of Conduct). Action Against Hunger-USA complies with all applicable laws governing nondiscrimination in employment.



ndicap, disability, marital status, or status as a veteran. Action Against Hunger-USA complies with all applicable laws governing nondiscrimination in employment.

Send your **Cover letter and CV as one document, your ID card, and only one highest academic document as a second attachment, do not zip your application** and three professional references to Specifying **Nutrition and Survey Manager** as the title of your email before **5:00 pm July 16, 2026**, or Hand delivered to Action Hunger Officer Juba located in Afex, (**We strongly recommend online Application**). We do appreciate your interest in working with us. However, only shortlisted Candidates will be invited for an interview.

**We will only receive, accept, and consider all applications submitted through the referred channels above, any applications submitted other than channels stated here will not be accepted & and considered. Due to the urgency of this position we will review and shortlist received applications.**

***"This Position is Open to South Sudanese Nationals Only***

***"Qualified Female Candidates are encouraged to apply"***

