



CONCERN
worldwide

VACANCY ANNOUNCEMENT NUTRITION PROGRAMME MANAGER

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health & Nutrition, Shelter, WASH and Livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for a suitable candidate to fill the position of **NUTRITION Programme Manager** to be based in Nyamlel, Aweil West NBeG State (with 50% flexibility for field visits).

Job Purpose:

The Nutrition Programme Manager will lead the planning, implementation and management of the nutrition programme in Northern Bahr el Ghazal, providing managerial and technical oversight to CMAM activities. S/He will take the lead in proposal writing and donor reports as well as being responsible for representing Concern and coordinating with key stakeholders in health and nutrition programmes at a local, county and state level.

Main Duties & Responsibilities:

Programme Management and Technical Supervision:

- Lead the implementation of the nutrition programme in Aweil in accordance with national and international CMAM guidelines and standards.
- Ensure the preparation of work plans for the nutrition programme, in line with donor commitments and programme objectives.
- Prepare procurement plans for the purchase of materials and equipment for the nutrition team, in line with donor funding.
- Manage the nutrition programme budget, including preparing budgets, tracking expenditure against approved budgets and proactively addressing over or underspends.
- Ensure a strong monitoring system is in place and that programme data on key nutrition indicators, admission trends, including programme coverage, community participation, health and nutrition knowledge and practice, is regularly collected, analysed, reviewed and responded to on an ongoing basis, including through programme and country-wide reviews.
- Ensure that best practices and international standards are applied to the nutrition programme activities as relevant.
- Provide technical solutions to nutrition related issues facing the population in the areas of operation and contribute to the sector wide development of standards.
- Adapt and improve the existing programme on an ongoing basis, based on careful review of monitoring and evaluation findings and discussion with the Senior Program Manager Health and Nutrition and Programme Director.
- Provide technical assistance and support to any nutrition consultants, including those conducting nutrition surveys.
- Provide relevant inputs for the development of South Sudan's Country Strategic Plan and Annual Plans, as required.



- Ensure integration of nutrition programme with other Concern projects; FSL, ICCM, WASH and Community Outreach interventions both at project design and implementation.

Human Resources:

- Manage the nutrition programme staff, ensuring that work plans are set and adhered to, identifying training and capacity building opportunities, and contributing to their capacity building and career development, including through on-the-job training.
- Ensure that the nutrition team have up to date job descriptions, clear objectives and identify and facilitate training when required.
- Ensure that each member of the team fully understands outcomes which are expected of them, by setting SMART objectives, and that they are aware of the success criteria relating to their work.
- Ensure that all staff are aware of and comply with Concern's policies and procedures.
- Monitor and review performance and hold staff accountable for meeting the success criteria; give corrective feedback where required and take decisive action in the case of poor performance.
- Help in the recruitment of additional staff as needed.
- Ensure that staff and contractors are compliant and fully understand their obligations when signing the Code of Conduct & Associated Policies and where non-compliance is suspected, to inform a member of the SMT so that the appropriate action can be taken by the Country Director.

Reporting and Donor Compliance:

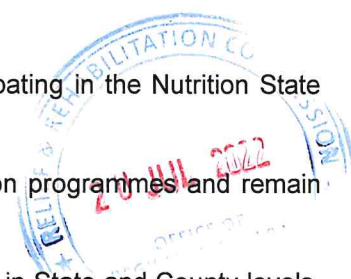
- In collaboration with the Grants Unit, develop nutrition programme proposals, budgets and concept notes as needed, particularly building on lessons learned from previous programme experience and contribute to multi-sectoral programme proposals.
- Prepare timely and high quality internal and donor reports for the nutrition programme, in line with donor requirements (narrative and financial);
- Prepare and share timely nutrition programme data as required by the Nutrition cluster.

Representation and Coordination:

- Act as Concern's focal point for the Nutrition State Cluster, actively participating in the Nutrition State Cluster meetings, and other workshops and meetings.
- Share relevant information in a timely manner with all of Concern's nutrition programmes and remain up-to-date of key nutrition developments in South Sudan.
- Represent Concern with government departments, donors and communities in State and County levels, with the support from the Area Coordinator, as required.
- Work closely with HQ nutrition team as and when required.

Other:

- Support cross-sectoral periodic programme reviews in order to assess programme progress, capture lessons learnt and adapt programme strategies as necessary in accordance with Concern's results-based management principles. Ensure mainstreaming of cross cutting issues/approaches throughout the programme cycle including: Gender, Protection, HIV and Aids, Rights Based Approach, Accountability and do no harm philosophy.



- Be aware of, understand and comply with all of Concern's policies and procedures (CoC, finance, logistics, HR, security management etc).
- Contribute to ongoing security management and planning as necessary.
- Actively participate in any emergency response if called upon to do so (within the existing programme area or in a new one) including leading technical assessments, developing health programme plans, strategies and master budgets, and lead on coordination and representation.
- Undertake other related duties as May reasonably assigned by the AC, PD, CD or the line manager.

Emergence response

Concern is committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and the South Sudan Programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization.

Qualification and experience

- Masters or Degree in Nutrition and any other related fields like Public Health and Nursing
- Ten years' experience implementing an emergency nutrition programme, particularly CMAM
- Experience supervising diverse staff, capacity building and mentoring
- Experience in health or nutrition cluster coordination in country
- Flexible and positive personality
- Experience in developing proposals for major donors
- Strong planning and implementation capacity
- Confident and capable negotiator, communicator and networker
- Computer skills including Microsoft Word and Excel
- Experience working in South Sudan or other fragile contexts
- Knowledge and familiarity with Concern Worldwide HR, Logistics, Transport, Purchasing and IT policies, procedures and standards
- Experience of implementing potentially contentious policies and procedures
- Experience of mentoring and on-the-job training

Competencies

- Managing yourself
- Communicating and working with others
- Delivering Results
- Planning and Decision making



- Creativity and Innovation
- Influence, Advocacy and Networking
- Change management

Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational **Code of Conduct (CCoC)** with **three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy**. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the **highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission**. Any candidate offered a job with Concern Worldwide will be expected to **sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment**. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the **safeguarding** and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including **criminal background checking**.

How to apply:

1. Interested candidates are requested to submit their Applications, Updated CVs of not more than 3 pages and a copy of their Nationality ID and copies of Educational Certificates to HR Department at Juba Office or Field Office in Nyamlel or email to vacancies.juba@concern.net not later than **8th August 2022, (advert is open from 20th July 2022 to 8th August 2022)**. Or email
2. The position is strictly open to South Sudanese nationals only.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.
4. Please complete the summary profile form when submitting your application.

CONCERN WORLDWIDE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT CHARGE FOR ANY KIND OF RECRUITMENT.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY TO OUR ORGANIZATION. WE CELEBRATE DIVERSITY.

