



## **JOB VACANCY – INTERNAL & EXTERNAL**

**Vacancy No: ROV-NUT-COO-2023-10-196 N**

### **ROLE PROFILE**

**Title: Roving Nutrition Coordinator**

**Location: Ulang, Longechuk, Nasir and Maiwut**

**Duration: 7 months with possibility of extension**

**Department: Nutrition**

**Reporting to: Nutrition Manager**

**Direct reports: N/A**

**Budget responsibility: Yes**

### **1. Context**

#### **About Relief International**

Relief International (RI) is a leading non-profit organization working in 16 countries Globally to relieve poverty, ensure well-being and advance dignity. We specialize in Fragile settings, responding to natural disasters, humanitarian crises, and chronic Poverty.

RI combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact and resilience. We focus on health/nutrition, education, economic opportunity, and water, sanitation, hygiene (WASH) programming while integrating protection, environment/climate change, and conflict mitigation in partnership with the communities we serve. We empower communities to find, design and implement the solutions that work best for them.

RI includes the three corporate members of the RI Alliance: RI-US, RI-UK, and MRCA/RI-France. Under our alliance agreement, we operate as a single, shared management structure.

#### **About South Sudan Country Program**

Relief International (RI) has been active in South Sudan since 2006 and operating across the Upper Nile State meeting the needs of the most vulnerable communities. In addition to its head office in Juba, RI operates six field offices in the counties of Maban, Longechuk, Maiwut, Renk, Melut and Nasir in Upper Nile. We deliver an integrated response to the humanitarian crisis in the Upper Nile State, directly providing life-saving Health and Nutrition, WASH, Economic Opportunity and Protection services through a conflict sensitive approach to refugees, IDPs, returnees and rural host communities, targeting particularly at-risk individuals and households. Given the fluidity of the emergency in South Sudan, Relief International's response has remained highly flexible, responding to people's most pressing needs.

#### **Africa/ Asia Region**

RI operates in nine countries in the Africa/Asia region: Afghanistan, Bangladesh, Iran, Myanmar, Pakistan, Philippines, Somalia, South Sudan, and Sudan, with a focus on the four RI sector pillars: Health, WASH, Education and Economic Opportunity. We employ more than 3,000 staff (direct and indirect) in the Africa/Asia region and implements a range of emergency response and development programs valued at approximately \$55 million USD on an annual basis.

## **2. About the role**

The Roving Nutrition Coordinator, reporting to Nutrition Program Technical Lead, is responsible for ensuring the success of the BHA nutrition program in Ulang, Nasir, Maiwut and Longechuk. This involves coordination, technical guidance, and both project and personnel management. This program meets lifesaving needs for vulnerable children, so the Roving Nutrition Coordinator (NC) must pursue continuous improvements in terms of quality of care, access, and coverage. This will be facilitated through the direct management of two Nutrition Officers and the indirect management of all other nutrition program staff, with a responsibility to build the capacity of all staff. The RNC's daily work will include administrative duties and supervisory field visits in hard to reach locations. For overall coordination, technical guidance and quality implementation of emergency nutrition response in the four counties. The RNC is ultimately responsible for the monitoring and accurate reporting for the project.

## **3. Key responsibilities**

- ) Provide direct management of the BHA nutrition project ensuring all objectives, outcomes, and targets are achieved.
- ) Ensure all the project activities are implemented in line with the project proposal, work plan, budget, and relevant standards and protocols.
- ) Ensure quality services are provided in accordance with CMAM guidelines at all project sites, including OTP, TSFP, and MIYCN in all the MNUs.
- ) Monitor implementation of nutrition program through regular supportive field visits to project sites.
- ) Provide technical support and direct supervision to the MNU staff.
- ) Recruit and train project staff as required in collaboration with the HR.
- ) Build capacity of local staff, and volunteers, and monitor performance towards continuous improvement.
- ) Ensure the stock of nutrition supplies and equipment are maintained to prevent losses and stock-outs in the main storage and Mobile Nutrition Units (MNUs).
- ) In consultation with the Logistics Officer, ensure procurement of project material and supplies according to work plan and budget.
- ) Submit error-free reports according to the reporting schedule by compiling reports from different sites.
- ) Work closely with other health actors to strengthen referral and linkages with nutrition program
- ) Maintain working relationships with local stakeholders, including authorities, and other aid actors and serve as nutrition focal point at the field level for the project.
- ) Ensure accountability to affected population mechanisms are in place and functioning.
- ) Fundraising for existing and new activities;

- ) Support the Country representative in External relations and positioning of RI with multiple donors, government, NGO, and commercial entities
- ) Program development, including further innovation within existing program areas and expansion into new areas.
- ) Demonstrate and promote an ethical environment, in line with RI's values and acting with integrity.
- ) Support the development and maintenance of systems that ensure the safety and security of the team and PSI assets in all aspects of its work according to best practices, PSI operating standards and field realities.
- ) Other duties as assigned by the Area Coordinator or Nutrition manager

#### **Safeguarding and conduct**

- ) Uphold and promote RI's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve.
- ) Consistent with RI's safeguarding and protection policies, contribute to ensuring that all those who come into contact with Relief International staff and the communities we serve can be trusted to work safely with them
- ) Support and develop systems that create and maintain an environment that prevents sexual exploitation and abuse and promotes the implementation of the Code of Conduct and safeguarding policies.
- ) Work collaboratively with the Global Safeguarding Manager to advocate for the inclusion of safeguarding activities and resources within program
- ) Ability to demonstrate knowledge of donor requirements of safeguarding standards and protection from exploitation and abuse

#### **For all Manager Level and above roles:**

##### **Culture and leadership**

- ) Ensure a positive and productive work environment, which is free from harassment and bullying.
- ) Ability to demonstrate sensitivity and understanding of diversity and cultural differences, gender issues and the commitment to equal opportunities
- ) Ability to demonstrate and uphold RI's values and ethics

## **4. Role Requirements**

### **Experience and skills required for the role.**

#### **Essential criteria**

- ) Nationals of South Sudan
- ) He/she should at least have a university degree in Food and Nutrition, Food Technology, Public Health or advance Diploma in comprehensive Nursing/Clinical officer. A master's degree in Nutrition or Public Health is an added advantage.
- ) He/she should have at least have 5 or more years of experience in Nutrition related programme.
- ) He/she should have Experience in conducting CMAM trainings

#### **Desirable criteria**

- ) Analytical skills and strong organizational skills
- ) Ability to speak local languages in Upper Nile, Arabic strongly desired
- ) Proactive, open minded and solution oriented

## 5. RI Values

Guided by the humanitarian principles of humanity, neutrality, impartiality, and independence, as well as “Do No Harm,” Relief International Values:

### We value:

- ) Integrity
- ) Adaptability
- ) Collaboration
- ) Inclusivity
- ) Sustainability

### Note:

The role of the **Roving Nutrition Coordinator** cannot be limited to the specific duties and tasks detailed herein. The success of the RI humanitarian mission is the highest priority and all issues, which arise, must be addressed accordingly. Therefore, the Roving Nutrition coordinator will be required to manage all unforeseen issues and circumstances and remain flexible to perform other duties, as and when required

## 6. How to apply

Aspiring applicant should complete the **Job application form**, which can be collected at Relief International office in **Juba**, or this form can also be downloaded from same website where this advertisement is posted.

The job application form once completed, should be submitted along with motivational letter and copies of academic documents in seal envelop clearly marked **Roving Nutrition Coordinator** to Relief International main office in **Juba**

OR

Send your completed job application form and supporting documents via Email to [recruitments@ri.org](mailto:recruitments@ri.org)

**Deadline: 9<sup>th</sup> Nov, 2023, 5 pm SSD local time.**

- Females are highly encouraged to apply

**Only shortlisted applicants will be contacted.**

**Relief International has a zero-tolerance policy for unlawful harassment, sexual exploitation and abuse. Relief International is committed to protecting our staff and the communities we work with from abuse and harm including sexual exploitation, sexual abuse and sexual harassment.**

**All staff are expected to abide by our Code of Conduct.**

*Recruitment to all roles in Relief International include a criminal records self-declaration, references and other pre-employment checks, which may include police and qualifications checks.*