



Position:	Nutrition Program Manager
Directly Reports To:	Head of Base
Technical Supervisor:	Nutrition Head of Department
Contract Duration:	4 Months with possibility of extension
Opening Date:	12/8/2020
Closing Date:	26/8/2020
Start date:	September 1, 2020
Location:	Alek, Warrap State, South Sudan

Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in 8 countries: Kenya, South Sudan, Cambodia, Tanzania, Uganda, Ethiopia, Haiti and Somalia. Action Against Hunger-USA has approximately 2000 staff based in the various country offices, Head Quarter in New York City and Operational Centre in Nairobi. Additional growth is anticipated.

1. SUMMARY OF POSITION

Under supervision and guidance of Head of Base and Nutrition Head of Department the Nutrition Program Manager provides support in operationalization of nutrition programs in the Mission through technical support, build capacities of staff and liaise with the focal points at state level for efficient management and functioning of program/services on ground.

The Nutrition Program Manager's role has the following purpose, engagement and delivery:

PURPOSE

The Nutrition Program Manager position is charged with implementing the Action Against Hunger South Sudan Nutrition technical strategy, manage current projects and identify new, creative and innovative opportunities for nutrition programming.

ENGAGEMENT

The Nutrition Program Manager, under the guidance of the Head of Base and Nutrition Head of Department, will internally collaborate with technical teams; support teams; WaSH, FSL and emergency teams for programme integration and quality service delivery. Externally, the Nutrition Program Manager will play a key role in local representation with State Ministry of Health, Nutrition Cluster and other International Nutrition & Health Humanitarian Organisations for exchange of information. He/she will be responsible for development of proposals for Nutrition program and reports submitted to various donors.



DELIVERY

The Nutrition Program Manager will oversee the quality implementation of nutrition programming through budget monitoring, quality reporting to Action Against Hunger stakeholders and donors all in line with internal rules and regulations, funding regulations and Action Against Hunger Charter of Principles and Core Values.

II. ESSENTIAL JOB FUNCTIONS

Key to the role is overseeing quality and timely implementation of Nutrition interventions to ensure continuity of effective service delivery and save lives.

1. Nutrition Program Management

The Nutrition PM is responsible for overseeing the planning and implementation of nutrition activities and the management of the grants funding the nutrition projects. As such, he/she is accountable to:

- Supervise treatment of moderate and severe acute malnutrition program as per the national CMAM and SC/ITP guidelines and SPHERE standards.
- Monitor the medical follow up of SAM children with complications for timely referral of severe cases to the closest SC.
- Plan, manage and supervise the delivery of the services provided at the nutrition sites to SAM, MAM and PLWs and follow up of the children, pregnant and lactating women on regular basis.
- Plan, manage and supervise the implementation of prevention activities including screening (active and passive), community mobilization and sensitization.
- Strengthen the referral system and establish network with other partner NGOs and MoH.
- Plan, manage and supervise any other activity included in the grant/s under his/her responsibility.
- Ensure timely and accurate submission of request for supplies, including for procurement if needed, and distribution of the supplies to the nutrition sites.
- Ensure accurate management of supply chain, data collection and follow up of deliveries/stocks, and analysis of consumption against the request.
- Ensure collaboration with logistic department on transportation and storage of therapeutic food and drugs, site rehabilitation requests, procurement of program items, and weekly/monthly orders.
- Monitor Compilation and management of accurate database of all the services provided under the nutrition program.
- Ensure the use of all the standard reporting formats at different levels and for the different activities.
- Ensure the proper filing of all documents related to the project, nutrition services and site management (i.e. patient card, register, stock report, activity report, etc.).
- Prepare monthly activity report (narrative, databases, APR) and other reports and submit to the Head of Base and Nutrition Head of Department within set deadlines.
- Analyse data in collaboration with the Nutrition Head of Department and prepare reports as necessary.
- Inform/update the Nutrition Head of Department and Head of Base of activities on a regular basis.
- Closely monitor budget follow-up (BFU) and provide Head of Base timely suggestions to validate any necessary changes to adapt to program.
- Define monthly financial forecast and share with the Head of Base and Finance Department.
- Propose amendments to the technical strategy as needed
- Identify and design future nutrition treatment programs according to needs and capacities in the area and relevant information
- Provide technical justification and technical aspects of new treatment programs as needs arise
- Complete end of mission and handover reports and submit to the Head of Base before end of mission.

2. Team Management and Capacity Building



- Manage the deputy Nutrition program manager, Medical Officer and WaSH/FSL Officers (in case of the absence of WaSH/FSL Manager) through definition of objectives that will help him/her reach his/her full potential and achieve the objectives of the program.
- Train the nutrition team on the national guidelines and conduct refresher training/orientation on regular intervals.
- Train the newly recruited Nutrition staff on nutrition program and guidelines and support in providing training to the MoH staff on topics related to nutrition.
- Build capacity of the nutrition team on monitoring and reporting indicators and data management
- Maintain updated global and national information and resources on health and nutrition and ensure dissemination of the same to nutrition team
- Support in development of job descriptions of Nutrition team on ground (technical component), as well as, development of interview guides.
- Coordinate with HR department in the recruitment and on boarding of qualified nutrition staff and volunteers in collaboration with Nutrition Head of Department and the Head of Base
- Support in the development and supervision of action plans for nutrition team members.
- Conduct staff appraisals on the technical competencies, jointly with nutrition Officers.
- Work closely with the Health Specialist in the management of the overall planning, coordination and distribution of work in the stabilization centres
- Provide feedback to Head / Deputy Head of Nutrition Department, Head of Base and Health Specialist regarding the quality of the medical and nutrition treatment given at the SC and nutrition sites on regular basis and recommendations for further improvement
- Build the capacity of deputy program managers and Officers on administrative tasks of planning, organizing, supervising, budget management, implementation of a nutrition program, monitoring, evaluation, report writing, data management, communication, proposal writing, human resource management, conducting assessment and surveys, .
- Ensure HR procedures defined for the mission are followed, in collaboration with HR and Head of Base.
- Work closely with Nutrition Head of Department to prioritize Nutrition Team training objectives.
- Conduct weekly meeting with Nutrition team and share minute/action points to the team, and monitor the implementation of the action points

3. Collaboration and Coordination with Other Programs (WaSH, FSL, Health, Emergency) and partners

- Ensure the coordination of the Nutrition program with WaSH, FSL and Emergency programs and among the staff of each department on various areas including training, resource use, data collection and analysis.
- Promote and facilitate the integration of Nutrition with WaSH, FSL and Health programs
- Share program information and strategies with WaSH and FSL departments as well as nutrition capacity building, nutrition surveillance and other NTPs to ensure integration of activities as much as possible
- Oversee WaSH and FSL projects and team in case of the absence of WaSH/FSL managers
- Coordinate with national office and other Bases to ensure sharing of relevant information, best practices, knowledge and experience, resources, etc.
- Reinforce collaboration with SMoH, donors and other partners at the state level.
- Actively participate in state level nutrition cluster and humanitarian coordination meetings in coordination with the Head of Base and Nutrition Head of Department.
- Encourage and facilitate the development of nutrition programs in coordination with other ACF-USA- programs

III. GENDER EQUALITY COMMITMENTS

- Foster an environment that supports values of women and men, and equal access to information.
- Provide a work environment where women and men must be evaluated and promoted based on their skills and performance



- Respect beneficiaries' women, men, 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.

IV. 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 many interruptions. Must be able to proofread own work accurately so that only minor corrections are needed on an infrequent basis.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

V. 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.

Must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in 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 infectious diseases

VI. REPORTING RESPONSIBILITIES

- Prepare weekly, monthly, quarterly and annual reports (both quantitative and narrative; internal and external/donor) on nutrition program activities
- Support Nutrition Data Officer at base level in review, compilation and analysis of nutrition reports
- Supervise inventory and stock reports for stabilization centre and nutrition sites
- Preparation of other reports as needed

VII. REQUIRED QUALIFICATIONS

- Masters degree in Nutrition or related fields
- At least 3 years of experience in Nutrition
- At least 2 years of experience in humanitarian field of work (mandatory)

VIII. REQUIRED SKILLS & EXPERIENCE

- Technical expertise in CMAM, particularly management of complications in children under 5 with SAM
- Experience in nutrition supply management
- Flexible personality
- Willing to travel often and have minimal personal space
- Excellent communication and training skills
- Good management and representation competencies
- Ability to analyse data and produce quality graphs and reports.
- Easily integrate with remote areas living conditions
- Experience with ACF-USA or other international/national organization engaged in nutrition activities is highly desirable



How to apply, send your application with CV, cover letter and three professional references only to:

Action Against Hunger office in Alek specifying "Nutrition Program Manager in the title line.

The deadline for applications is Wednesday 26th August-2020 at 5:30 pm.

Note: Applications submitted are non-returnable

Females are highly encouraged to apply



Approved by Director of
Labour,
Kuol Achuil Luol

