



Munuki SDA  
Compound  
P.O Box 247  
Juba, South Sudan

### Job Advert

**Job Title:** BSFP/Nutrition Officer (one position)  
**Project:** WFP/ Food Assistance for Recovery (FAR)  
**Job Location:** Kapoeta, South Sudan  
**Direct Supervisor:** Project Manager  
**Type of contract:** Fixed Term  
**Duration:** Eight (8) months  
**Closing date:** 21<sup>st</sup> Jan 2022, 5:00 P.M South Sudan time

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**Introduction:** The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “**To serve humanity so all may live as God intended**”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

**ADRA’s Motto:** *Justice. Compassion. Love*

**ADRA’s Values:** *Courageous. Compassionate. Connected*

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**Job Purpose:** ADRA is implementing a Food Assistance project (GFD+ and BSFP) in partnership with WFP in Kapoeta North and South Counties of Eastern Equatoria State of South Sudan targeting the most vulnerable households in a total of Eleven (11) Payams, 121 Bomas. The Blanket Supplementary Feeding Programme (BSFP) supports the Nutrition component for pregnant and Lactating Women (PLW) and Children under age 2.

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#### Job Summary:

Areas of focus includes stakeholder and community engagement, participation in beneficiary targeting exercise in regard to PLWs and Children Under 2 (BSFP), Training staff and mentorship, working in close conjunction with the WFP Nutrition officer, ADRA’s GFD/BSFP Programs Officer and Food Monitors, participate in food calculation, coordinating food rationing for BSFPs, records keeping and checking into the BSFP Register books, ensuring beneficiaries are repeatedly sensitized on their entitlements, reporting and accountability, of the BSFP program.

The BSFP Officer will also support in coordinating with the relevant government departments, other humanitarian players and any other relevant stakeholders in the Food and Nutrition Sector.



## Duties & Responsibilities:

1. Coordinate with FSL team (Commodity Tracking officer, Programme Officers, Agricultural Officer, Food Monitors and Enumerators) under GFD+ and Agriculture components of the project, to ensure that the nutrition component is well factored into the whole Program Life Cycle.
2. Consult and work with stakeholders, respect the dignity of beneficiaries, and members of the community at all times
3. Participate in training of enumerators and staff in beneficiary targeting and verification to ensure the correct beneficiaries- PLW and especially so the under 2s are correctly targeted and screened (the severely malnourished- if any referred to the health/nutrition centres and partners)
4. Train staff who are directly involved in Food distribution on levels of malnutrition and the screening process, BSFP entitlements and recording into the BSFP registers
5. In conjunction with the Commodity Tracking Officer (CTO), check that the quantities of food requested for BSFP are accurate in line with the Food Calculation Sheet (FCS) and adjust accordingly in case of errors
6. Coordinate with the Programme Officer in charge of the FDP in ensuring food received is sufficient and in good condition and follow up on proper storage, ensuring that any damaged food is replaced in a timely manner in coordination with CTO.
7. Identify, verify and compile screening data and information for any severely malnourished children at the distribution sites and refer them to the OTP or SC in collaboration with relevant partners and stakeholders
8. Ensure distribution to the PLW and under 2 is carried out in a systematic and accountable manner, with any complaints recorded and referred to the relevant desk for documentation, seeking clarification and assistance as need arises from the Partner Monitoring Officers on ground, giving appropriate and timely feedback to your supervisor for corrective action
9. Record, monitoring status data such as weight gains and feeding of children in the program
10. Fostering good relationships with community elders, community leaders and other health personnel to encourage good information sharing
11. In coordination with the local government's department of health and nutrition, work with community outreach workers and partners in the sector to provide education to the stakeholders and beneficiaries on nutrition and health related issues including their entitlements
12. Attend and participate in partner coordination meetings
13. Make sure that all equipment and materials kept clean and safe
14. Collect, compile relevant data and share weekly and generate monthly BSFP distribution reports to the CTO for consolidation with GFD+ data for subsequent sharing with Project manager underscoring any concerns, challenges, recommendation and lessons learned
15. Conduct PLW nutrition cooking demonstrations and reporting at Payam and key Boma levels to ensure the nutritious food distributed to PLW retains its value after preparation
16. Work closely with the MEAL assistant, in consultation with MEAL Manager, ensuring that the tools designed capture the BSFP component sufficiently
17. Participate in nutrition surveys, PDMs and Joint monitoring activities and reporting
18. Work closely with the Supervisor and Perform any other duties assigned

## Performance Indicators:

1. Meet at least 80% of project work plan indicators.
2. Complete at least 80% of planned field activities.
3. Ensure timely submission of data for monthly reports.
4. Time management
5. Team work.

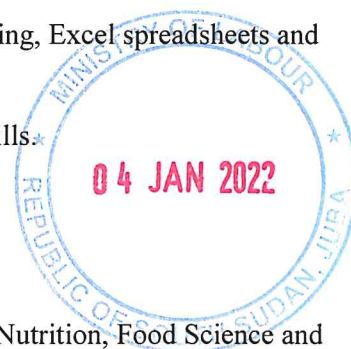




6. Interpersonal and communication skills

**Other Valued Criteria:**

1. Willingness and flexibility to work as the leader of a team.
2. Social and cultural understanding.
3. Computer literate with good working knowledge of word processing, Excel spreadsheets and email software programs. .
4. Fluent in spoken and written English required.
5. Excellent written and verbal communication and interpersonal skills.
6. Planning and organizing.
7. Technical and analytical skills



**Job qualifications**

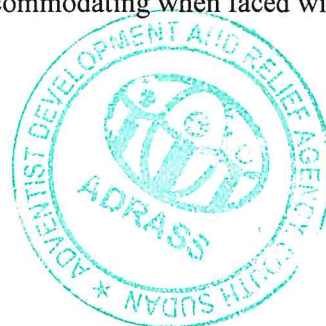
1. Minimum diploma in Public Health/ Clinical Nursing/Foods and Nutrition, Food Science and related health field of study preferably from accredited institutions, a in BSc degree in the same field is an added advantage
2. Training or knowledge on malnutrition in general and IMAM current guidelines
3. Fluent in written and spoken English, Arabic is mandatory and Toposa an added advantage
4. Excellent communication skills (written and oral) and strong interpersonal skills are needed

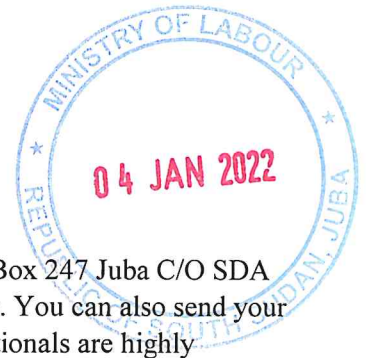
**Working requirements:**

1. Minimum three years working experience with NGOs in BSFP/TSFP or other community based nutrition intervention programmes preferably in emergency/Recovery context, targeting children under 5 with special attention to IYCF and PLW
2. Knowledge, training and experience in Food Assistance programme implementation and monitoring of IYCF/TSFP/BSFP
3. Knowledge of latest developments in Food Security and nutrition
4. Knowledge of MAM/SAM and Community Based Management of Acute Malnutrition (CMAM) protocols in relation to BSFP Programming and referral process is an advantage
5. Be familiar with Nutrition terms in general
6. Experience in use of BSFP registers
7. Experience in facilitating health, food and nutrition related trainings and workshops to staff and beneficiaries
8. Demonstrated skills in program planning, implementation and monitoring
9. Demonstrated skills in Training of Trainers and development of training materials.

**Other attributes: -**

- ✓ Willingness to work under pressure and extra hours when need arises
- ✓ Portrays good human relation skills and demonstrated ability to work effectively in a team environment
- ✓ Strong adherence to ADRA Values
- ✓ Strong character traits, including emotional stability, adaptability, ability to handle stress, cultural and gender sensitivity and integrity, Prepared to live and work in a remote and uncertain security environment
- ✓ Patience, good relations with other people, capacity to manage priorities, precision, capacity to share knowledge and train others, adapting to the local context
- ✓ Problem solving ability and capacity to be flexible and accommodating when faced with difficult and frustrating working conditions;





**Instructions for applications:**

All application shall be addressed to HR Manager – ADRA South Sudan P. O. Box 247 Juba C/O SDA Compound in Munuki or Submitted at the ADRA Kapoeta North Riwoto Office. You can also send your applications to [jobs@adrasouthsudan.org](mailto:jobs@adrasouthsudan.org). Qualified female South Sudanese nationals are highly encouraged to apply.

**Note: -**

1. A CV of 4 pages or less coupled with a one-page cover letter is will be required. Telephone contact details will be required.
2. Relevant **copies (NOT ORIGINALS)** of certificates and testimonials
3. Only Shortlisted candidates will be invited for interviews.
4. Due to the urgent need for this position to be occupied, we shall be reviewing applications coming in from time to time, and interviews will be conducted once we have received suitable candidates before the deadline of the advert.

**Safeguarding:** *ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.*