

ART



ACTION FOR RECOVERY AND TRANSFORMATION



Date: 14th July 2020

VACANCY ANOUNCEMENT

Job Title: Nutrition Coordinator (National Position).

Duty Station: 80% Juba and 20% Roving

Start date: ASAP

Dateline for Application: 30th July 2020

Background

Action for Recovery and Transformation (ART) is a national non-governmental organization that operates in Juba County of Central Equatoria State and Torit County of Eastern Equatoria State. ART has been responding with the Nutrition intervention in Juba County since 2015. With support from UNICEF and WFP, ART is implementing OTP and TSFP respectively in 19 nutrition sites (Seven payams of Juba County) targeting children 6-59 months, pregnant and lactating women. **ART is looking for a competent South Sudanese national to fill up the vacant position of a Nutrition Coordinator.**

Job Purpose

The primary function of the Nutrition Coordinator includes supporting the implementation of the Nutrition program in the health facilities, reporting and reinforcing the technical capacity of the nutrition staff through day-to-day supervision, mentoring and coaching as well as training. The Nutrition Coordinator is expected to contribute in building sustainable interventions in promoting integration of nutrition services into the health services package and responsible for maintaining regular contact with all partners.

This position reports to the Head of Programs, maintains an open line of communication with the Finance & Administration Manager especially for budgetary matters, with the Head of Programs for programmatic aspects.

Main Responsibilities

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable supervision. The tasks listed are representative of the nature and level of work assignment and are not necessarily all-inclusive

Capacity Building and Coordination

- Assess the training needs of health and nutrition staff; develop a training program to meet these needs; conduct health and nutrition trainings for relevant project staff and MOH counterparts, focusing on all aspects of community-based management of acute malnutrition (CMAM) and IYCF
- Represent ART in Health and Nutrition coordination meetings with the government bodies, international agencies, UN agencies other NGOs and donors
- Create and maintain smooth relations and open collaboration with Government and local stakeholders and serve as the nutrition resource person.

Program Implementation and Development

- Responsible for ensuring the achievement the overall grant timeline and completion date.
- Provides direction and monitor nutrition staff in their implementation of the work plan and quality of technical activities
- Closely monitor the implementation of the ART's nutrition programs against agreed work plans, performance targets, and budgets to ensure that programming is on track and of high quality.
- Assist in program development by providing technical input for proposals with other departments within ART.
- Support the collection and timely reporting of data for nutrition programs in line with ART guidelines and according to internal and donor requirements.
- Identify potential nutrition /nutrition-related and health projects for development and lead on the concept note or proposal development while liaising with interested partners and stakeholders
- Plan and conduct nutritional and health assessments and surveys following the national approved survey protocol and feed assessments results into proposals.
- Ensure strong linkage of health and nutrition components with other components of the project such as Food Security and livelihoods, GBV, WASH and disaster prevention and preparedness
- Ensure proper functioning of reporting systems for regular assessment, monitoring and evaluation of the program against its objectives and expected results and conduct critical monitoring of all aspects of CMAM and IYCF programs, and identify areas of concern. Submit workable solutions for identified challenges
- Follow up of project implementation to review progress towards objectives through organizing regular review meetings, update and experience sharing meeting among staffs and other stakeholders.
- Oversee ART's Nutrition staff across the field sites and provide technical support, direct supervision of field site support staff and collaboration with county medical department on proper implementation of the service.

Implementation of the Feedback and Complaint Mechanism

- Ensure all ART nutrition staffs are trained on the ART Accountability Code.
- Ensure all staff implements the accountability code through the information of beneficiaries, communicates to all beneficiaries on the activities of ART, the mode and conditions of acquisition by the beneficiaries.
- Inform beneficiaries about their right and the existence of the circuit to formulate complaints in case of non-satisfaction so that corrective measures are applied.
- Assist staff in charge of assessing satisfaction questionnaire administration to perform their work independently without interference;
- Collaborate with M & E Officer, accountability Focal Point on the field about vulgarizing accountability framework for providing all necessary information to enable the proper implementation of the complaints management mechanism and its functioning.
- Work with M&E officer to ensure that feedback from communities is part of the M&E exercises, and features in M&E and program reports;

Representation

- Represent ART to donor bodies, the Ministry of Health and UN agencies, other NGOs and local authorities
- Work closely with the Local Government Units and ensure a smooth communication about our interventions
- Contribute to the creation of a positive image and overall credibility of the organization, notably through the application of the organizations Code of Conduct, ethics, values and stand-point with regard to internal and external actors.

Program Finance, Logistics and Administration

- Prepare detailed work plan and budget for nutrition activities and ensure implementation of planned activities according to the work plan, while adhering to the budget according to ART standards; and oversee program spending per budgets and pipelines

Support and motivate program/logistics/ administrative/finance staff in their work, by ensuring appropriate training, coaching and supervision by technical leads

- Lead on recruitment of nutrition staff and conduct performance monitoring in collaboration with HR, to ensure that standards and protocols are adhered to;
- Coordinate very closely with logistics in order to ensure that there is no break in nutrition program supplies.
- Organize and follow-up on all other procurement needed for the project

Reporting

- Develop, implement and evaluate quality assurance measures and ensure appropriate follow up.
- Prepare and provide regular monthly progress reports in coordination with the M&E Officer
- Lead the production of reports and ensure the timeliness and accuracy of information provided, as well as ensuring confidentiality of sensitive information.

Security and safety

- Consistently and proactively monitor/assess the safety and security of field staff, promptly reporting concerns or incidents to ART management and liaising with other external parties as required to maintain/enhance the security environment.

Prevention of Sexual Exploitation and Abuse

- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within ART and amongst beneficiaries served by ART.

Code of Conduct

It is our shared responsibility and obligation to prevent matters involving Sexual Exploitation & Abuse, Trafficking in Persons, Child Safeguarding and any suggested violation to our Code of Conduct, which may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear or are made aware of any suggested activities then you have an obligation to report.

Qualifications:

- Master's degree or Bachelor degree in Nutrition or Public Health
- Trained on CMAM and IYCF.

Experience

- At least 5 years of experience in Health and Nutrition
- Proven experience in emergency nutrition settings, PHCC, PHCU, and others like CMAM, IYCF.
- Experience in budget and administration, logistics and Human Resources management
- Experience of facilitation of training review meetings and workshops
- Experience on writing / developing project proposals including implementation reports
- Experience reading, analysing and interpreting data and familiarity with nutrition surveys (Coverage, standard and KAP surveys).
- Advanced proficiency in the use of MS Office, and other computer applications.

Languages

- Fluency in English is essential
- Arabic is an added advantage

Competencies

- Ability to read, write, analyse and interpret, technical and non-technical information
- Ability to cope with stress and hardship.
- Patience, flexibility and willingness to work additional hours in order to meet tight deadlines.
- Ability to work effectively with government, community leaders, international/national organizations, donors, partners and other ART relationships.
- Ability to effectively present information and respond appropriately to questions from senior managers in the field and Head Office, Juba.

How to apply:

Interested and qualified candidates should submit their application letters, cover letters, academic documents, updated CVs and a copy of national certificate by email to dsamuel@artsouthsudan.org and or by hand delivery to ART office in Munuki Suk Melisia opposite the Jehovah Witness church along Munuki Payam Street.

We do appreciate your interest to work with us. However, **only shortlisted candidates will be contacted.**

- Qualified women and men are encouraged to apply.