

VACANCY ANNOUNCEMENT

Action Against Hunger is a non-governmental organization whose aims and mission is to save lives by eliminating hunger, under-nutrition, particularly during and after emergency situations like disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods (FSL); water, sanitation and hygiene (WASH) and advocacy.

Action Against Hunger USA is currently looking for a qualified **South Sudanese Nationals** to fill in the position of **Nutrition and Surveillance Programme Manager -Roving**

Position open date: **January 31, 2022.**

Closing date: **February 17, 2023.**

Expected Start date: **March 2023.**

Contract Duration: **12 Months.**

Location: **Roving**

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 seven countries: Kenya, South Sudan, Tanzania, Uganda, Ethiopia, Haiti and Somalia. Action Against Hunger-USA has approximately 1,500 staff based in the various country offices, Head Quarter in New York City and Operational Centre in Nairobi. Additional growth is anticipated.

I. SUMMARY OF POSITION

Under supervision of Nutrition and Surveillance Expert, the Nutrition and Surveillance Programmed Manager role is ensuring quality surveys conducted; represent Action Against Hunger at NIWG and other platforms; support in proposal development and donor report writing.

PURPOSE

To provide overall leadership and management for the Nutrition Survey; the role holder will be responsible for designing, planning, conducting, analyzing and report writing of SMART survey, rapid nutrition assessment, and coverage survey activities. This will be in the priority areas /Counties as identified and agreed with the Nutrition Cluster/NIWG. This role will work with the country NIWG in coordination, planning, monitoring, data collection/management and reporting of nutrition activities.

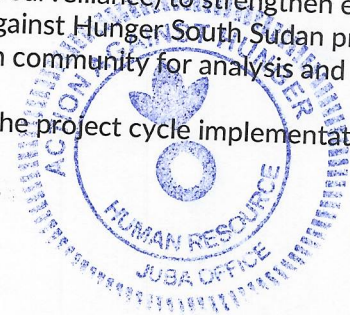
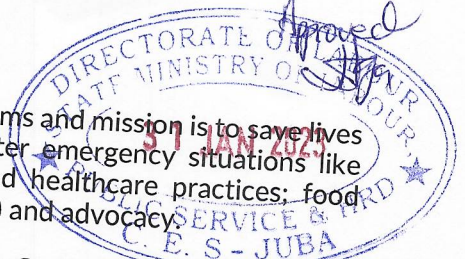
ENGAGEMENT

Engage with program Expert, manager, Heads of Departments, Multi-Sectoral Emergency Team (MET) and heads of bases to strengthen the Surveillance system; represent Action Against Hunger in NIWG and other similar platforms as well as support in project proposal development and donor report writing.

DELIVERY

In line with the Action Against Hunger Charter of Principles, Safeguarding and Core Values, the Nutrition and Surveillance Programme Manager will:

- Execute and implement quality SMART surveys (nutrition surveillance) to strengthen evidence and learning in order to maximize the impact of Action Against Hunger South Sudan programs to the beneficiaries and inform South Sudan humanitarian community for analysis and decision making.
- Provide quality and timely technical support throughout the project cycle implementation.



- SMART surveys and participation in other relevant and existing surveillance forum/activities as required by NIWG;
- Technical and proposal development and donor report writing;
- Participation in NIWG meetings.

II. ESSENTIAL JOB FUNCTIONS

1. Support Nutrition assessment strategy and SMART survey activities / Overall management of the SET activities and strategy:

SMART surveys implementation and Capacity Building to partners:

In close collaboration with the Ministry of Health, Nutrition Cluster (NC), NIWG and all nutrition partners, to strengthen the nutrition information systems in South Sudan to contribute to information availability and feed to the regular humanitarian bulletins, IPC analysis, etc.

- More specifically, in collaboration with the Ministry of Health and UNICEF, to actively contribute to strengthening of the NIWG and its functions (survey methodology validation, data analysis, data and report validation process, results dissemination, etc.)
- To provide support in the identification and articulation of the survey needs of partners implementing nutrition programme in South Sudan, particularly during humanitarian crisis in areas identified by the NC.
- To provide technical support on-the-ground or remotely to partners implementing nutrition assessments/SMART surveys and nutrition surveillance systems, notably for initial survey planning, sampling strategy, recruitment and training of survey teams, technical support for data management and analysis, and validation of reports.
- To coordinate with South Sudan NC, other partners and other nutrition coordination mechanisms such as NIWG on the necessary human and financial resources required to undertake the surveys.
- To ensure collaboration with key governmental authorities (Ministry of Health) and other relevant sectors (e.g. nutrition agencies, UNICEF, other INGOs).
- To support to stakeholders in ensuring training, supervision and data collected from the quarterly Food Security and Nutrition Monitoring Systems and more specifically the nutrition indicators is of good quality.
- Identification and design of surveys activities in Action Against Hunger operational areas according to needs/pre-decided work-plans (and capacities that includes SMART survey methodology and other nutrition surveys if needed).
- To prepare Action Against Hunger SET survey planning, ensure timely implementation and overall coordination with NC and NIWG.
- Prior, during and after the implementation of each nutrition assessment/survey, ensure involvement of State and County Health Department (CHD) staffs
- To support and supervise the actual data collection activity both at technical and operational level.
- To ensure that the survey tools and methodology (design and sampling) are used in the field and are in line with the validated by the NIWG, and ACF HQ Nutrition Technical Advisor (TA).
- Responsible for the survey design: initial planning, selection of tools and methods, sampling, writing guidelines and set up time frame, working days needed, budget and logistics planning and any special tools and equipment needed.
- To recruit, train and supervise SET members (data collection team, etc.).
- To coordinate survey team members' work and operations; provides technical support to the field teams on a regular basis during rounds of survey; and share lessons learned with NC partners.
- To coordinate the data analysis, result interpretation, and report writing with the nutrition surveillance expert, NIWG and ACF HQ advisor.
- Is responsible for survey report production and results dissemination.



- To supervise the evolution of the SET approach and re-orient program if needed, in discussion with ACF Nutrition and Surveillance Expert, Programme director, Head of health and nutrition Department, HQ Nutrition TA, and the NIWG.

2. Conduction of surveys/assessments:

The Nutrition and surveillance programme manager is responsible for conducting surveys/assessment and ensuring their methodological and scientific soundness, as well as conducting data analysis and reporting in collaboration with MEAL and Nutrition, surveys and assessments team within Action Against Hunger in South Sudan.

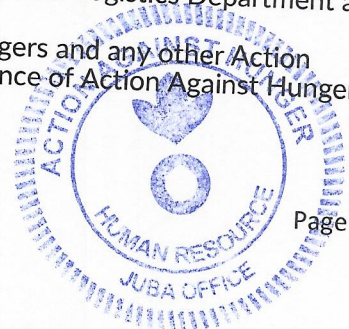
- **Design the survey (survey protocol/proposal):** The nutrition and surveillance programme manager is in charge of: developing the survey proposal, selection of tools and methods, type of informants, sampling method, selection of villages for field work, writing guidelines, set up time frame/ working days needed, logistics planning and any special tools needed (communication means, map, camera) to conduct surveys and assessments. Enumerators and team leader training: at field level, facilitate identification, recruitment and training of local survey enumerators and team leader trainings.
- **Field work (data collection):** collection of information at field level. The nutrition and surveillance programme manager will systematically provide the team training before the field work to test the questionnaire and methodology and to ensure that the team adheres to guidelines, protocols and methodologies in place.
- **Collection of background and general information:** Under supervision of its line manager, the nutrition and surveillance programme manager is in charge of the scientific quality of the secondary information (e.g.: population figure). S/he will organize for ACF nutrition staff members access to information such as surveys HH questionnaires/questionnaires, surveys raw data, validated reports, results of key informant interviews, local authorities interviews, and according to the need as expressed by ACF nutrition staff members..
- **Analysis and processing of information:** particular attention will be paid to the nature of the data to be collected, ensure data entry is done on a daily basis, and run plausibility checks to provide feedback to survey teams, and correct any mistakes identified. Main tools used for data processing are ENA for SMART and excel. The nutrition and surveillance programme manager will assist and lead the team in data entry (where needed) and analysis.
- **Reporting/Dissemination/archiving:** The nutrition and surveillance programme manager will be responsible for writing the survey report and finalize the report. The report should always be completed within a week after end of data collection and submitted to NIWG for in-country validation and for dissemination. Archiving: The nutrition and surveillance programme manager is responsible for keeping records/archives of all reports and data collected.

3. Management of Survey Teams

- In collaboration with HR department, recruit SET survey teams. Ensure follow-up of SET survey team (field recruited staff members): provide induction, define individual action plans, follow-up on leaves, conduct appraisal, and promote positive team dynamics and motivation.
- In collaboration with the HR department, ensure the support to the field teams for all matters concerning human resources.
- Build technical capacity of the survey team: identify training needs, define training contents / methodology and conduct trainings for the team.

4. Collaboration with Action Against Hunger team

- Follow up of program budget in liaison with the the nutrition and surveillance Expert and Emergency Field Coordinator.
- Follow up of the logistics requirements of the Survey team with the Logistics Department and relevant Heads of Base/ Field Coordinators.
- Collaboration with Technical Coordinators and Program Managers and any other Action Against Hunger resource people in order to ensure the coherence of Action Against Hunger



- activities and reports while ensuring integrated multi-sectoral proposals are based on emerging field evidence and guidelines. Ensure effective implementation at field level.
- Provision of nutrition technical support based on needs identified by Technical Coordinators (head of Nutrition).

III. SUPERVISORY RESPONSIBILITIES

The nutrition and surveillance programme manager will directly be the line manager of daily hire survey teams at the field.

IV. PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to sometimes 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. 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 in any part of the Country where the team will be deployed. 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.
- As staff of Action Against Hunger the employees is required to engage with and follow the performance management program in place.

VI. GENDER EQUALITY COMMITMENTS:

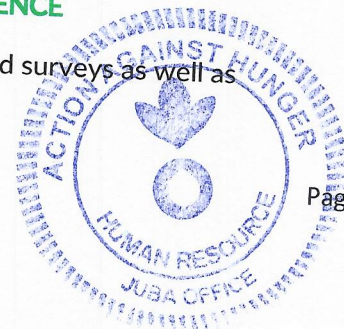
- Fostering environment that supports values of women and men's equal access to information.
- Provides an environment where women and men must be promoted based on the performance objectives.
- Respect for beneficiaries, women, men, children (boys & girls) regardless of gender, sex, disability, religion, etc.
- Value and respect for all cultures.
- Promote and uphold the PSEA policy and procedures

VII. FISCAL RESPONSIBILITY

- This position will be responsible to develop and manage all field SMART Survey budget and support the Head of Emergency Operation to develop SET budget during proposal development stage.

VIII. REQUIRED QUALIFICATIONS AND PROFESSIONAL EXPERIENCE

- Degree in statistics, nutrition, Health or related field.
- At least 2 years of experience in nutrition assessments and surveys as well as humanitarian work



IX. REQUIRED SKILLS & COMPETENCIES

- Excellent knowledge of SMART, LQAS, CSAS, SQUEAC methodologies excellent writing and analytical skills.
- Excellent communication skills.
- Experience in nutrition program management in emergency set-up including proposal writing, project budget management, reporting and training provision.
- Good management and representation competencies. Excellent in influencing and negotiation skills.
- Strong understanding of nutrition information system, monitoring and evaluation. Flexible personality and good negotiation skills.
- Willing for frequent travel to monitor activities.
- Easily integrate with remote areas living conditions.

X. SAFE GUARDING COMMITMENT

Action against Hunger has zero tolerance towards all forms of harm and abuse. We take concerns and complaints relating to safeguarding issues involving our staff, partners and suppliers very seriously. **We will take action to vigorously investigate and manage any violations or alleged violations of this policy**

To apply, please! Send your **Cover letter, CV, & ID card as one Document** with three professional References to recruitment@ssd-actionagainsthunger.org specifying **Nutrition and Surveillance Programme Manager**: as the title of your email, or hard copy Applications delivered to Action Against Hunger Office in Hai Cinema, near St James Parish.

The deadline for applications is **February, 17 2023 at 5:00pm**. We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact.

We will only receive, accept and consider all applications submitted through referred channels above, any applications submitted other than channels stated here in will not be accepted & considered.

"This Position is Open to South Sudanese Nationals Only"

"Qualified Female Candidates are encouraged to apply"

apply"

