



## **RE-ADVERTISED EXTERNAL / INTERNAL JOB OPENING:**

Action Against Hunger is a non-governmental organization whose aim and mission is to save lives by eliminating Hunger, and Under-Nutrition, particularly during and after emergencies 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 the position of **Nutrition and Surveillance Program Manager01 position**

Position open date: **February 19, 2024**

Expected Start date: **March 8, 2024**

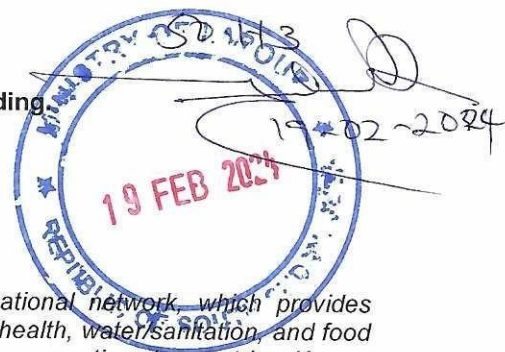
Contract Duration: **12 Months with the possibility of extension upon Funding**

Position starts: **April 1, 2024**

Location: **Roving**

Directly Reports to **Head of Emergency Operations**

Technical Supervisor: **Head of MEAL Department**



*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 countries: Kenya, South Sudan, Tanzania, Uganda, Ethiopia, Haiti, and Somalia. Action Against Hunger-USA has over \$75 million in programs, and approximately 2000 staff based in the various country offices, Head Quarter in New York City, and Operational Centre in Nairobi. Additional growth is anticipated.*

### **Summary of Position**

Under the supervision of a Nutrition and Surveillance Expert, the Nutrition and Surveillance Program Manager guarantees quality surveys are conducted; represents Action Against Hunger at NIWG and other platforms; and supports in proposal development and donor report writing.

### **Purpose**

The nutrition and Surveillance program manager is responsible for leading in the field SMART surveys in identified locations on behalf of Action Against Hunger; and reporting to the line manager, when needed he (She) will coordinate with NIWG.

### **Engagement**

Engage with program Experts, managers, 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; support in proposal development and donor report writing.

### **Delivery**

Execute and implement quality SMART surveys (nutrition surveillance) to strengthen evidence and learning to maximize the impact of Action Against Hunger South Sudan programs to the beneficiaries and inform the 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 forums/activities as required by NIWG; technical and proposal development and donor report writing; participation in NIWG meetings.

#### **I. Essential Job Functions**

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





**SMART Capacity Building to Partners:**

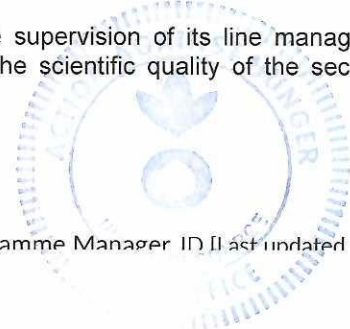
In close collaboration with the Ministry of Health, Nutrition Cluster (NC), NIWG, and all nutrition partners, to strengthen the nutrition information systems in South Sudan to contribute to information availability and feed to the regular humanitarian bulletins, IPC analysis, etc.

- 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 nutrition agencies in South Sudan, particularly during humanitarian crises in areas that have been designated by the NC.
- To provide technical on-the-ground or remote support to partners implementing SMART surveys and nutrition surveillance systems, notably for initial survey planning, sampling strategy, recruitment and training of survey teams, technical support for data analysis, and validation of reports.
- To coordinate with NC 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 groups (e.g. nutrition agencies, UNICEF, other INGOs).
- To support to stakeholders in ensuring training, supervision and data collected from the annual Food Security Monitoring Systems and more specifically the nutrition indicators is of good quality.
- Execution of nutrition surveys by ACF SET
- To organize the ACF SET survey planning, ensure appropriate needs assessments and overall coordination with NC and NIWG.
- Prior, during and after rounds of nutrition survey, to promote involvement of County Health Department (CHD) teams at county level as well as with State MoH.
- To supervise the work of the MET/SET members in the field both at technical and operational level. The technical work includes support teams in the field, running rounds of nutrition surveys (based on Rapid SMART methodology).
- To ensure that the survey methodology (sampling, questionnaires, etc.) are used in the field and are in line with the defined approach validated by the NIWG, and ACF HQ Nutrition Technical Advisor (TA).
- To recruit, train and supervise the SET data collection team.
- To coordinate survey team members' work and operations; provide technical support to the field teams regularly 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 the 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 program 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 within Action Against Hunger in South Sudan.

- **Design the survey (TOR):**  
The nutrition and surveillance program manager is in charge of developing the terms of reference, selecting the tools and methods, the type of informants and/or sampling, selecting villages for field work, writing guidelines, and setting 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 the field level, facilitate identification, recruitment, and training of local survey enumerators and team leader training.
- **Fieldwork (data collection):** a collection of information at the field level. The nutrition and surveillance program manager will systematically provide the team training before the fieldwork 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 the supervision of its line manager, the nutrition and surveillance program manager is in charge of the scientific quality of the secondary







information (eg: population figure). S/he will organize for field officers access to books, reports, key informant interviews, and local authorities according to the needs of the survey.

- **Analysis and processing of information:** particular attention will be paid to the nature of the data to be collected, ensure data entry is done daily, run plausibility checks to provide feedback to survey teams, and correct any mistakes identified. The main tools used for data processing are ENA for SMART, SMART Plus, and Excel. The nutrition and surveillance program manager will assist and lead the team in data entry and analysis.
- **Reporting/ restitution:** The nutrition and surveillance program 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. Archiving: the 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: 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 the technical capacity of the survey team: identify training needs, define training contents/methodology and conduct training for the team

### 4. Collaboration with the Action Against Hunger team

- Follow up of program budget in liaison with the Head of Emergency Operations.
- 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 ACF 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 both nutrition technical support based on needs identified by Technical Coordinators (Head of Health and Nutrition).

## II. Supervisory Responsibilities

The nutrition and surveillance program manager will directly line-manage daily hire survey teams in the field.

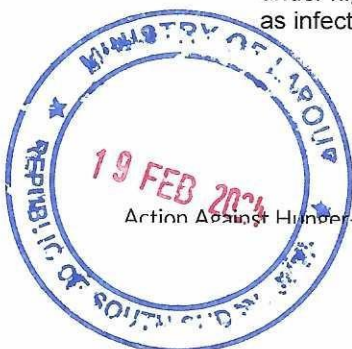
## III. Physical Demands

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 and 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.

## IV. 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.







- All Action Against Hunger employees are required to engage with and follow the performance management program in place.
- V. 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
- VI. Fiscal Responsibility**
  - This position will be responsible for developing and manage all field SMART Survey budget and supporting the Head of Emergency Operations to develop SET budget during proposal development stage.
- A. Required Qualifications and Professional Experience**
  - Master in statistics, nutrition, Health or related field with two years' experience.
  - Degree in statistics, nutrition, Health or related field with at least 3 years of experience
  - At least 2 years of experience in nutrition assessments and surveys as well as humanitarian work
- B. Required Skills & Competencies**
  - Excellent knowledge of SMART, LQAS, CSAS, and 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
- To apply, please!

Send your **cover letter, 4-page CV, & ID card, and your one Highest academic and Professional Certification Document as only an attachment** with three professional references to [recruitment@ssd-actionagainsthunger.org](mailto:recruitment@ssd-actionagainsthunger.org). Specifying **Nutrition and Surveillance Program Manager** as the title of your email before **5:00 pm March 8, 2024**, or Hand delivered to Action Hunger Officer, Hai Cinema Near St James Bari Parish Church. **(We strongly recommend online Applications and do not submit a hard copy if you have applied online, let us save our environment).**

**Those who already applied, kindly do not apply, your CVs are with us already.**

We do appreciate your interest in working with us; However, Only shortlisted Candidates will be invited for an interview.

**We will only receive, accept, and consider all applications submitted through the RECRUTMENT EMAIL and address referenced, any applications submitted to channels other than those stated above will not be accepted & and considered.**

- ***"This Position is Open to South Sudanese Nationals Only  
"Qualified Female Candidates are STRONGLY encouraged to apply"***

