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| **Nutrition Coordinator** |
| **TEAM/PROGRAMME:** Program Operations | **LOCATION: Walgak Field office** |
| **GRADE**: 3 | **POST TYPE:** National  |
| **CHILD SAFEGUARDING:** **Level 3:**  The role holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; ore because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** Nutrition Coordinator will be responsible for the overall management and supervision of planning, implementation monitoring and evaluation of nutrition projects that will work intensively with indigenous partner NGOs in Akobo west County; to build their capacity to setup and operate facility as well as community based nutrition services. He or she will ensure that rapid expansion of access to nutrition services through building the capacity of the primary health care network to integrate community based management of severe acute malnutrition within already established primary health services with support of Area Nutrition Program Manager.  |
| **SCOPE OF ROLE:** **Reports to:** Area Nutrition Programme Manager**Dimensions:** The post holder is responsible to monitor the overall day-to-day activities of nutrition and IYCF program. Support nutrition and IYCF teams, timely compile and submit reports and track budget utilization Vs activity accomplishment in discussion with Area Nutrition Programme manager. Control the thematic part of the nutrition budget and holds the sub budget holder role.**Number of direct reports:** Staffs reporting to this post are Nutrition Officer and MIYCN Officer. |
| **KEY AREAS OF ACCOUNTABILITY:***Implementation, and team management** Coordinate and manage overall nutrition program management in the county, and ensure implementation of activities in collaboration with the Area Nutrition Program Manager, Logistics and Administration departments
* Develop plan of work for OTPs, MIYCN, and CMAM, SC and SFPs activities as well as any other health activities according to the expected progress of the active projects.
* Evaluate and update project needs (HR, financing, logistics).
* Liaise with relevant government county authorities and ensure the programme strategy, objectives and activities are understood and agreed and appropriate communication channel is in place.
* Ensure sound monitoring of program activities, linking with M&E team at field level.
* Provide advanced word processing support by creating complex spreadsheets, maintaining databases and creating high quality reports, presentations, and other documents.
* Involve in the preparation of key nutrition and health messages in reference to the existing health and nutrition education materials.
* Organize monthly meetings with the team and report the outcome to the head of the programme.
* Keep an updated register of the staff (absences, overtime)
* Supervise Nutrition staff and operations of feeding centres, distributions sites and community outreach workers and stabilization centres; conduct evaluation and appraisal of staff as is required
* Help the Health, OTP and SFP team in any task when required
* Organize and carry out nutrition trainings for MOH staff & Nutrition workers and volunteer groups on management of acute malnutrition.

*Monitoring and supervision of nutrition program in the county** Supervising admission of patients to SC, OTP, SFP as well as any health component incorporated into the active projects.
* Supervising treatment and progress of patients.
* Ensuring adherence to and respect of current MOH guidelines, protocols and donor requirements
* Analysing nutrition situation and prevailing trends.
* Compiling statistical data and draft appropriate reports on activities.
* Compile and submit weekly, bi-weekly and monthly routine OTP/SFP reports, and contribute to donor reporting.
* Organize regularly evaluation meetings of team members.
* Write reports to document the process of implementation, lessons learnt and good practice and ensure information is widely disseminated.

*Nutrition supplies and stock management** Checking that all the supplies are listed in the register
* Compile stock requests for the various distributions sites
* in the follow-up of supplies consumption and orders
* Ensuring that stock levels are sufficient for the functioning of SFP and OTP (weekly, monthly or quarterly)
* Make monthly physical inventory of all nutrition supplies, and submit monthly stock reports

*Meeting and coordination with the relevant sectors** Represent SCI in all coordination meeting (Nutrition cluster, HCF, ICWG meetings at state and county level) and any other ad-hoc meeting of nutrition.
* In liaison with the Area Nutrition Programme Manager, establishing network with the other actors in the area
* Develop productive working relationships with Government, Non-Governmental institutions and other project partners
* Establishing linkage with other Nutrition specific and sensitive sectors community leaders and other representatives
* Participate in the relevant cluster meetings and other related forum at County or State level as and any rapid assessment in the county.
* Conduct regular meetings with other program and health facility staff to discuss and document lessons learned
* Assist in organization of project workshop and seminars, trainings including preparation of short reports
* Maintain a training database for trained health workers on the various components of nutrition
* In consultation with the Nutrition programme Managers identify expansion areas for implementation

*Human Resource Management* * Support recruitment and deployment of CNWs, MTMSG, and CNVs
* Ensure that CNWs prepare individual annual work plans, and periodically review them for progress.

*Finance & Grant Management:** Support the nutrition program manager track budgets and ensure spending on the program is in line with the approved budgets.
* Support finance team in Submission of finance reports.
* Support the quantification, procurement plan development, raise procurement plans and support purchase of nutrition supplies
* Monitor the use of nutrition supplies.

*Reporting:** Work with the Nutrition and MIYCN officers, as well as MEAL team to compile and submit reports timely
* Manage and support the county nutrition team to prepare monthly and quarterly program reports,
* Prepare field trip reports.
* Prepare briefing notes on the program for nutrition and field manager

 *Safety & Security* * Ensure safety of the nutrition program staff at the different field implementation sites by monitoring the security situations at these sites and enforcing advisories from the safety and security in collaboration with the respective Field Managers.
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* Future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* Approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* Willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS AND EXPERIENCE****Essential*** Health / Public Health / Nutrition / Nursing BSc or equivalent
* Demonstrable management experience, including budget holding responsibility
* 2-3 years of experience in emergency nutrition work and the design and implementation of feeding programmes (ideally CMAM, CIYCF), including monitoring and evaluation
* Experience in conducting nutrition assessments and an understanding of nutritional surveillance and information systems
* Experience of working with local partners and building capacity
* Proven capacity to supervise, train and coach staff
* Willingness and capacity to be flexible and accommodating when faced with difficult and frustrating working conditions
* Prepared to live and work in an uncertain security environment and spend up to 3 months at a time in remote locations embedded with partner organisations
* Ability and willingness to frequently travel and stay at the field
* Commitment to and understanding of Save the Children’s aims, values and principles
* Experience and ability to represent Save the Children in South Sudan’s nutrition work in external meetings
* Demonstrable ability at report writing and excellent communication skills
* Computer literacy and proficiency in MS Word and Excel spreadsheets
* Fluency in written and spoken English and local languages

**Desirable*** Qualified nurse with primary health care / community health care experience
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| **Date of issue: January 2024 Author: Riek Gach** |