

50-H-3 Approved by Labour-RSS



**Save the Children**

P9/09/2011

**Internal and External Job Re- Advertisement**

**Vacancy No. SC-V-008**

Save the Children is the World's largest independent organization, making immediate and long-lasting improvements to children's lives in over 120 countries world wide. We work for a world which respects and values each child, which listens to children and learns, and where all children have hope and opportunity. We're determined to achieve dramatic change for the world's most vulnerable children and we have a huge sense of pride in what we do.

Save the children is looking for a highly skilled and qualified person to the position of

**Job Title:** Nutrition Project Officer (2Positions)  
**Location:** Akobo and Waat  
**Reports to:** Nutrition Project Manager  
**Period:** 12 Months



**Job Purpose**

To coordinate SCISS's outpatient therapeutic program (OPT) component of the overall nutrition program in Akobo County and manage the efficient and effective operation of the OPT program under the guidance of the nutrition project manager and in line with professional principles of save the children. The Nutrition project officer will be responsible for supervising OTP staff at the save the children nutrition program and provide technical assistance to local NGOs implementing nutrition intervention in Akobo County.

**Key Responsibilities**

- Support and supervise the OTP teams at the nutrition centre
- Work closely with the team to ensure all children in the OTP receive care and treatment in accordance with MoH/Republic of South Sudan Guidelines, including being weighed, measured, registered and referred correctly and receive food/treatment according to the agreed protocol.
- Facilitate and organise referral of sick children to Akobo hospital and ensure effective follow up of these children.
- Ensure proper registration and admission/discharge of OTP patients including ongoing monitoring on patients.
- Coordinate regular community screening of children under five with SEP coordinator and nutrition team leader.
- Organise the implementation of follow-up protocols requiring community outreach on a weekly basis with OTP patients.
- Work with SEP coordinators, nutrition team leader, community outreach and education coordinator, nutrition workers and community volunteers to mobilize the community and undertake outreach activities according to plan developed.
- Report any problems in a timely manner to project manager.
- Ensure all authorities and communities are kept well informed of the programme.
- Prepare monthly progress reports and statistic reports and an end of project final report for submission to the nutrition project manager.
- Follow up any absence by the staff.
- Attend on site nutrition team meeting.
- Respect the dignity of beneficiaries, caretakers and member of the community at all times and disseminate, orient new staff on save the children code of conduct.
- Uphold the image and values of save the children at all times.
- Assist in any other tasks when required.

**Working contacts**

**Internal:** All staff SCISS Nutrition program, Nutrition team leader, nutrition program manager and emergency program manager.

**External:** Local level government

**Person Specification**

**Essential**

- BSc/Diploma in public health, Nursing or related field with a minimum of one year relevant experience for BSc holder and two years related experience for Diploma holder.
- Have experience in treatment of malnutrition, feeding programme
- Experience in planning and organising activities in a variety of location
- Experience in supervision of nutrition staff
- Experience of providing hands on in service training
- Strong organisational, interpersonal, and representational and communication skills are essential, and a team-oriented work style is a necessity.
- Computer skills, with good knowledge of Word and Excel and the ability to produce high quality reports
- Strong representation, advocacy and communication skills

Save the children work with children, communities and government all over the world and we believe in the right person for the job. Because Save the Children's work is based on deeply held values and principles, it is essential that our commitment to children's right and humanitarian principles is supported and demonstrated by all members of staff.

Save the Children's child safeguarding policy and code of conduct sets out the standards which all staff members must adhere to. We need to keep children safe so our selection process reflects our commitment to the protection of children from abuse.

Save the Children Promotes equality of opportunity and strive for a representative workforce. We strongly encourage people from all social, economic, ethnic, religious and racial backgrounds and we actively encourage people with disabilities to apply for positions. Save the Children values diversity.

Interested potential applicants should send electronic applications, CVs, non returnable copy of their educational documents and recommendation letters by e-mail to: [DMgabonihela@savethechildren.org.sd](mailto:DMgabonihela@savethechildren.org.sd) Or drop hard copy to nearest Save the children office and address to Human Resource Manager, Save the Children in South Sudan.

Closing date for submission of application is 23/09/2011 @ 4pm

Only potential short listed applicants will be contacted.

This position is open to SOUTHERN SUDANESE NATIONALS ONLY Female candidates are strongly encouraged to Apply.