## HAI-logo-RGBJob Description

## Position : Nutrition Programme Coordinator

 International Staff

## Location : Juba with frequent travel to field locations

**Grade & Salary :** ISA & £24,750 gross per annum

**Length of contract :** 12 months (with possible extension)

**Reports to :** Country Director / Team Leader

**Responsible for :** Nutrition project staff in the field sites

**Relations with Others:** Emergency Programme Manager, Regional Nutrition Programme Manager, Regional Head of Programme.

**BACKGROUND:**

HelpAge International (HelpAge) is a global network of not-for-profit organisations with a vision of a world where older people fulfill their potential to lead active, dignified, healthy and secure lives. With over 70 affiliates and 300 partners across more than 50 countries the HelpAge network brings together hundreds of organisations worldwide. HelpAge has a secretariat with offices in London and Brussels, six regional centres in Africa (the East, West and central Africa Regional office, of which South Sudan programme is part of), East Asia/Pacific, South Asia, Latin America, the Caribbean and Central Asia.

HelpAge has a history over 10 years in South Sudan. The more recent operation of Help Age International in South Sudan was launched June 2014. Currently our programmatic interventions are around protection, nutrition and livelihoods of the most vulnerable with a specific emphasis on the needs of the older people. We also work with other stakeholders to advocate for the rights of the older people and to factor in planning that improves access to services for older people and training of various clusters.

Currently we are working in Juba, Warrap and Central Equatorial states. Subject to funding HelpAge International also plans to expand its work to Jonglei and Upper Nile states. All our interventions seek to improve the lives of older people and their families through activities focusing on nutrition, protection and food, security and livelihoods. Interventions will be a combination of direct interventions with older people and advocating with other agencies and local capacity building.

**Overall Job Purpose**

The Nutrition Coordinator’s main responsibility is to coordinate and lead the implementation of HelpAge’s nutrition programme in South Sudan. This will be through designing interventions, overseeing programme implementation, managing and supporting teams on the ground, conducting training and capacity building of staff including nutrition assessment, and effectively engaging with relevant NGOs, UN and other agencies and clusters.

She / He will improve nutrition security of older people and their families through application of range of appropriate approaches including interventions at facility and community level, in line with HelpAge and cluster guidelines and treatment protocols. The position holder will design nutrition interventions based on sound and ongoing assessment and analysis of the situation and affected population’s needs, vulnerabilities and capacities. A key role of the successful candidate is to build the capacity of national staff members including capacity to take the role in the longer term.

**Key Duties and Responsibilities**

**Programme Development**

1. Develop and adapt nutrition programming operational procedures, systems and programme guidance to the context and needs of older persons in South Sudan.
2. Ensure that the nutrition programme integrates community approaches, / gender sensitivity and capacity building into all activities as appropriate.
3. Undertake nutrition assessments of older people working directly or in collaboration with other agencies (e.g. IMC, CONCERN, GOAL, CAFOD, and IRW) and the CMAM cluster, promoting the rapid assessment method.
4. Participate in overall strategic planning for the HelpAge South Sudan programme where needed
5. Ensuring close participation of older persons and relevant community organisations in design and development of nutrition projects.
6. Actively seek funding opportunities to implement programmes as informed by assessments.
7. Writing concept papers and proposals to various donors.
8. Develop and manage partnerships and work with other national and international organisations to jointly design programmes, fundraise and lobby/ advocate for the interest of older persons
9. Specifically strengthen the partnership with IMC, and follow up on the potential partnership with IRW
10. Develop and manage partnerships with the Ministry of Health, UN agencies such as WFP and UNICEF involved in food supply (including RUTF and RUSF).

**Programme Management**

1. Lead the implementation nutrition project/s in line with existing HelpAge programming and operational policies and frameworks and donor regulations
2. Establish and maintain effective work plans, program reporting, monitoring and evaluation (lessons learned) systems for both internal and external use
3. Ensure that the supply pipelines for food and drugs for facility based interventions are set up and without any breakage
4. Ensure that appropriate treatment protocols are followed at facility level. This includes quality of medical care dispensed, correct anthropometric measurements and follow-up of the MUAC, weight and edema, ensuring accurate patient database management, ensuring admission and exit criteria is respected etc.
5. Set up and analyse MIS for patients admitted in the facilities
6. As the overarching nutrition budget holder, be accountable for all aspects of financial & resources management.
7. Design systems and ensure accountability, specifically to older people, local communities, Government, donors and other stakeholders.
8. Ensure that the beneficiary communities are participating as equal partners in the design, monitoring and evaluation of projects.
9. Ensuring that systems for monitoring project activities are developed and implemented
10. Preparation of required reports to the Country Director, donors, Government, as well as quality control of project specific reports produced by HelpAge’s project personnel.

**Representation and Advocacy**

1. Develop and maintain positive working relationships with HelpAge staff, national and local authorities, international and national organisation, as well as technical focal points in nutrition programme. Coordinate all planned projects with the international community to ensure consistency with cluster priorities.
2. Use evidence and learning from nutrition programme to advocate for inclusion of older people in the nutrition interventions of other organisations and provide them with training support as necessary.
3. Staying updated on all relevant political and policy issues related to the country and the region
4. Representing HelpAge and actively participating in, the Nutrition Cluster, the CMAM working Group and other relevant forums and coordination structures with Government, donors and NGOs
5. Coordinating HelpAge programme activities with national authorities, UN agencies and other national and international agencies/organisations (4 W Matrix).
6. Prepare communication materials (e.g. Blogs, photos, case studies, twitter feeds etc) and share with communication teams to profile HelpAge work in South Sudan, highlight need of older persons and learning from project implementation.

**Personnel Management**

1. Recruit, manage, train and build the capacity of staff as per programmatic/ operational needs and requirements. Draft or review the JD/ ToR of technical consultants where needed.
2. Provide guidance and supervise the work of the Field Nutrition Officer(s) (or Manager(s).
3. Ensure, in liaison with the Regional Emergencies Programme Manager and the Emergency Programme Manager, that team members operate in a secure environment and comply with security procedures and policies.
4. Ensuring optimal use of human resources, including promotion of team work and team spirit, securing adequate training of staff and promotion of talented staff

**Person Specifications**

**Essential**

* Degree or Masters in nutrition or related subjects or experience in the specialised field
* Substantial experience in community-based nutrition programming and Community-based Management of Acute Malnutrition (CMAM)
* Experience directing and implementing Nutrition programs in emergency contexts
* Experience of living and working under difficult and challenging environments.
* Ability to design and implement capacity building plans for staff and partners
* Experience in development of donor proposals and reports
* Strong communication, interpersonal and representation skills
* Ability to analyse nutrition information, evaluate options, think and plan strategically
* Report writing and budgeting management skills
* Experience of working in an emergency setting and insecure environments
* Excellent spoken and written English.

**Desirable**

* Working experience in South Sudan