

50-H-3  
 Approved by  
 Inspector of Labour  
 22/18/2024  
 22 AUG 2024



# Islamic Relief Worldwide

## JOB DISCRIPTION –NUTRITION OFFICER

TITLE:	Nutrition Officer
BASE LOCATION:	Warrap and Wau
REPORTING TO:	Nutrition Coordinator
LINE MANAGEMENT RESPONSIBILITIES:	Nutrition Assistant & resources under their care

**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:**

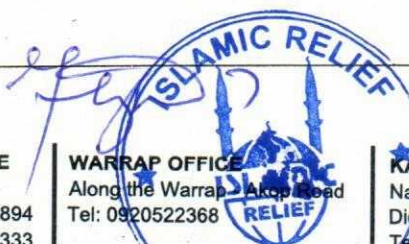
The position holder shall be in charge of technical quality implementation and integration of the Emergency Nutrition Programme implementation in Project site. To ensure the Community Management of Acute Malnutrition (CMAM) program is functioning properly, providing care of quality to all the beneficiaries, respecting protocols and principles of good practice. The post holder also need to properly coordinate information sharing among partners and represent IRW in the implementing forum of Nutrition

**SCOPE OF ROLE:**

**Reports to:** Nutrition Coordinator (NC)  
**Staff directly reporting to this post:** Nutrition Assistants , clinical Officers and Community Nutrition Volunteers (CNVs)

**KEY AREAS OF ACCOUNTABILITY:**

- Build the capacity and train programme team staff in all programme management, reporting, and accountability



**MAIN OFFICE**  
 IR.SS. Along Unity Road  
 Plot No.54, Block B-xvi  
 Haj. Cinema, P.O Box 353

**WAU OFFICE**  
 Hai Darajat  
 Tel: 0916287894  
 0929732333

**WARRAP OFFICE**  
 Along the Warrap - Akop Road  
 Tel: 0920522368

**KAPOETA**  
 Narus Compound  
 Diocese of Torit  
 Tel: 0925609504

Website: [www.islamic-relief.org](http://www.islamic-relief.org)  
 RRC Reg No.051



- Coordinate with ENC and supervise project team in the deliverables of the key programme areas.
- Ensure project team members carry out their field duties effectively
- Attend regular cluster coordination meetings, planning, systems development and training, and day-to-day follow-up of project plans and deliverables

#### Main Duties & Responsibilities

#### **Programmes Management**

- Assist the ENC in the overall management, implementation and development of the emergency Nutrition programme in Warrap, Akop County
- Ensure effective management of IRW South Sudan Emergency Nutrition programme and associated budgets to the community members in the county of focus.
- Ensure that the Emergency Nutrition are appropriately linked where possible to IRW-SS other resilience and longer term development programme

#### **Emergency Nutrition Programming**

- Assess patient's nutritional status (use of available data and medical records) and understand medical status of patients and support accordingly
- Recommend appropriate nutritional interventions for the patients
- Work with other programme team and the patients families to ensure that patients receive adequate quantity and quality of food to support their recovery
- Upon discharge, assess nutritional status of recovered patients (anthropometry) refer acutely malnourished children and pregnant and lactating women to nutrition treatment programs.
- Upon discharge, provide recovered patients with nutrition support and products according to developed and agreed upon guidelines.
- Plan and organize Outpatient Therapeutic Program (OTP) / Stabilization Center (SC) at designated distribution sites in liaison with the Emergency Nutrition Coordinator;
- Conducting SAM/MAM management training for health workers.
- Ensure adequate triage / that new arrivals are seen as a priority;
- Ensure cases not meeting admission criteria return home as early as possible and ensure the parent/caregiver understands why their child is not admitted;
- Ensure that appropriate referrals take place to and from the Ministry of Health (MoH) and the OTP/SC;
- Work with the Infant and Young Child Feeding (IYCF) officers and Counselor to ensure that CMAM beneficiaries are referred to IYCF services when required;

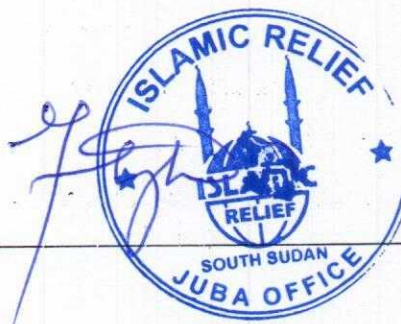




- Liaise with the Community Outreach/Nutrition Workers to provide effective follow-up of all cases – and particularly ensure the prompt tracing of children who are absent from the program;
- Request specific children to be followed up as required (newly enrolled children, sick children, long-stay children, children not gaining weight, children with social problems etc.);
- Ensure routine and essential drug are available and properly distributed for the care centers.
- Ensure all the recordings and reporting's are handled as per the standard
- Liaises to the government bodies to assure all the required commodities are in placed
- Ensure proper community mobilization through the local government structures.
- Represent IRW and attend regular emergency nutrition coordinating meetings and share updates.
- Serve as IRW nutrition sector resource person, and display technical and organizational leadership in sectoral activity.
- Coordinate IRW nutrition response and recovery activities across a wide range of actors within IRW, donors, host governments, UN and NGO partners to ensure consistency of programming.
- Develop the nutrition program strategy, with support from other programme team
- Assist in development of, or provide technical review for, emergency response proposals to be submitted by IRW to ensure that proposed activities and programs align with best practice in the nutrition sector.
- Assist in any other tasks when required.

**Reporting:**

- Compile weekly and monthly reports and intermittently review the documents to assure quality of data's and information's and share with Coordinator.
  - Report any progress and any problems in a timely manner.
  - Attend and actively participate in the local nutrition forums, meeting and share to supervisor timely.
- Regularly contact partners and strengthen partnering for efficient utilization of resources and effectiveness of responses





### **Monitoring, Evaluation and Accountability**

- Conduct frequent supervision and monitoring visits to project areas and identify any issues needing attention related to implementation, donor compliance and programme quality standards.
- Take responsibility for the implementation of learning and recommendations from external or internal reviews and donor feedback.
- Take responsibility for development of detailed costed work plans at the start of each project and then ensure monthly updates are made to the output databases.
- Working with the M&E unit and the PCs, plan baseline and end line surveys and external
- Ensure that beneficiaries have access to feedback mechanisms, that data is monitored, and responses given within appropriate periods

**Any other job as directed by the management and Line Manager including deployment to new areas**

### **SKILLS AND BEHAVIOURS**

#### **Accountability:**

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling IRW 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 IRW engages and motivates others

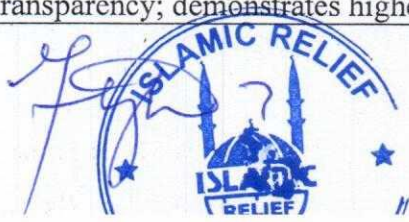
Future orientated, thinks strategically and on a global **Collaboration:**

- builds and maintains effective relationships, with their team, colleagues, 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





## PERSON SPECIFICATION

### **Qualifications**

1. Bachelor's Degree of medicine and health Science in Public and Environmental Health
  2. Must be a South Sudanese national.
  3. Fluent in Written and spoken English. Local Arabic and other languages will be of an added advantage.
  4. Minimum 3-5 years of field experience, especially with NGOs
  5. Knowledge and skills in programme area of Nutrition Specialization.
  6. Able to explain complex technical concepts in a simple way to be understood by everyone
  7. Competent in use of Computer (Microsoft Suite and Internet)
  8. Committed to Islamic Relief Worldwide values and code of conduct
  9. Willingness and ability to travel for up to 40% of role
  10. Exhibit a high level of cultural sensitivity
- Familiarity with the Millennium Development Goals, Sphere Standards, Do no harm policy, Red-Cross/Red-crescent Code of Conduct, Humanitarian Accountability etc.

### **How to apply:**

Interested candidates should submit their applications letter briefly describing a motivation for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies of certified certificates to official email address: [IRSS.recruitment@islamic-relief.com.ss](mailto:IRSS.recruitment@islamic-relief.com.ss).

**Hand delivery to IRSS Wau or Warrap offices not later than the deadline of Wednesday 11<sup>th</sup> September 2024 at 4pm local time.**

- Only shortlisted candidates will be contacted.
- Due to the urgency of these roles, Islamic Relief reserves the right to shortlist applications prior to the closing date.

*Female candidates are strongly encouraged to join our work culture that empowers every employee to share ideas and take responsibility. At IRW, we think outside the box. We encourage ideas and give responsibility to all employees at all levels, to help solve the complex issues that we face. You will have many opportunities to be heard and take the initiative*

