



JOB DESCRIPTION

Date Released: 9-May-17

Context: Action Against Hunger-Liberia is securing funding from an international partner for nutritional project in Bomi, Grand Cape Mount, Bong and Montserrado. The main objective of the project is: **Scaling up Nutrition services to tackle child under-nutrition in post Ebola context in Bong, Bomi, Grand Cape Mount and Montserrado Counties.** In other to achieve the objective of the project, Action Against Hunger is interested in hiring profiles for the below position. Therefore, we encourage quality applications from qualify Liberians to join our mission for this project:

Work Base: Bomi & Grand Cape Mount County| Department: Nutrition| Possible Start Date: June 1, 2017

Title of post : DEPUTY PROGRAM MANAGER	Status : Executive Level 1 - junior	Hierarchy: Supervised by: Country Nutrition Manager Supervises: Liaison Officer
Assignment : Responsible for the implementation/strengthening of Direct Nutrition Interventions [IMAM (Integrated Management of Acute Malnutrition) and Infant and Young Child Feeding (IYCF)] programs in all health districts in Bomi and Grand cape Mount Counties		Means: General means: Laptop, Internet,

Diploma / Level of studies:

Bachelor in science or health related field and/or Physician Assistant/Nurse with at least 4 years' experience in nutrition (IMAM/ IYCF)

At least 3 years' experience in managing teams/ programs

Required skills:

- Experience in nutrition (IPF – inpatient facilities, OTP – out-patient, SFP – supplementary feeding program community component and IYCF counselling) is essential
- Good understanding of the underlying causes of malnutrition
- Good knowledge of IYCF messages
- Experience in facilitation of trainings and capacity building, skills in Training of Trainers (ToT)
- Experience in monitoring and supervision of programs
- Good analytical and report writing capacity
- Ability to work autonomously
- Diplomacy and patience, especially for working with MoH staff and gCHVs/CHAs
- Good computer skills (Microsoft office)
- High level of written English (spoken and written)
- Knowledge of local languages is an asset
- Flexibility for field work as the job requires overnight stay and travel to 'hard to reach' rural communities
- Rigor at work

Objective 1:

To work in partnership with Bomi and Grand Cape Mount County Health Teams and build the capacity of MoH staff in the health facilities and communities for the adequate provision of Direct Nutrition Intervention (DNI) [management of severe acute malnutrition and Infant and Young Child Feeding practices] for improved service delivery

Activities:

- Monitor and supervise the implementation of Direct Nutrition Interventions in MoH health facilities operated directly by health facility staff. This includes services provided at the In-patient Facilities (IPF), OTP sites, ANC and the community component of the IMAM Program.
- Build the capacity of the County Health Team for the provision of supervision and monitoring of programs as well as timely monthly reports on DNI activities in the health facilities

- Provide on-job trainings for MoH staff working in targeted facilities. This concerns especially the MoH staff working in the IPFs, OTPs and ANC
- Participate in planning the ENA training conducted by the MoH in collaboration with UNICEF
- Organise and conduct need based training session for IPF and OTP staff.
- Provide feedback to partners on monitoring visits and ensure written record of visits with action points
- Plan, organize and conduct mass active screening in communities
- Plan and conduct community mobilization meetings with community leader in collaboration with CHAs and CNS
- In collaboration with the CHT and Nutrition Division, plan and support the cascade training for MoH facility and community staff on IYCF and community component of IMAM
- In collaboration with the CNS, plan and conduct the quarterly meeting for health facilities providing SAM management
- In collaboration with the DHOs and CNS plan and conduct quarterly meeting for CHSS and OIC
- Provide on job coaching for CHAs involved in community activities of IMAM
- Provide support to the establishment of the Baby Friendly Facility Initiative (BFFI) in 2 hospitals
- Support the CHAs to plan and establish mother groups as part of the IYCF activity in the community
- Support the CHAs to conduct random home visit for beneficiaries of MNP supplementations

Objective 2:

To collect and analyze information on the nutrition situation in the region of intervention

Activities:

- Provide timely and high quality reporting, both internal and external, of the activities of the programme, together with a critical analysis
- Collect and analyse the statistics of the nutrition centres. These statistics should be produced by the MoH staff with ACF support.
- Identify possible problems and solve them in the most appropriate manner
- Collect, correct, compile and analyze the activities report and provide recommendations for improvements
- Transmit all relevant reports and information to the Country Nutrition Manager in a timely manner
- Participate, if required, in nutrition assessment or survey

Objective 3:

Coordination at the county level

Activities:

- Collaborate with the administration and logistic departments for the forecast, quotation request, and procurement request, order follow-up establishment stock report and budget follow up, etc.
- Be responsible for logistic means (i.e.; procurement request, car request)
- Collaborate actively with all partners in the project and provide regular updates
- Attend project coordination meetings as Action Against Hunger representative with project partners, CHTs, externally and internally as required
- Participate in the elaboration of the nutrition strategy as well as the overall ACF strategy - Liberia
- Write technical reports for the donors and participate in proposal development (in collaboration with the coordinator and the Country Nutrition Manager)

MODE of Application:

- Soft Copy only. An application package consisting of a motivational cover letter & resume/cv.3 references. Most recent employer with email addresses and phone numbers enclosed. Do not submit any other document. All application should be sent to : jobapplications@lr.missions-acf.org
- Action Against Hunger is an international employer with a track record of high transparency in recruitment and do not discriminate on the basis of sex, gender, sexual preferences, ethnicity, religion.



- We do not solicit any mean of processing your application for employment. Based on the need of this position, it is important that the successful job holder is available beginning the 1st May 2017. Application will be review on a rolling basis.
- **Deadline for application is 25-April2017. However, all the logistics for the recruitment could be finalized before the expiration period. So qualify candidates are encourage to apply before the deadline expire. Please mark the in the subject line the post you are applying for.**