JOB VACANCY
The international relief agency, Merlin-Liberia, announces the vacancy for the position of:

Job Title: Nutrition Supervisor
Band: 
Reports to: Health Coordinator
Supervises: Nutrition assistants and Aides at the health facilities
Location: Zwedru, Grand Gedeh & Harper Maryland County, Liberia (serving two Refugee Camps)
Working Hours: Monday to Fri 08.00am – 5.00pm, with one hour break for lunch
Saturdays, Sundays and Holidays on request (to a maximum of 48hrs a week)

Deadline for Applications: Wednesday 8th May 2013 at 5:00PM

Only short-listed applicants will be contacted. Due to the urgency of this position, applications will be short listed on a regular basis and we may offer this post before the closing date.

Overall mission: Supports and supervises Merlin’s nutrition activities at the County level and the refugee camps.

Responsibilities and duties:

Responsibility 1: Supervises nutrition activities at Merlin supported MoH facilities offering nutrition and in the camp setting in collaboration with the CHT and Merlin health team

- With the support of nutrition team, ensure the smooth implementation of a CMAM and ENA in grand Gedeh County.
- Supervise and work in strict collaboration with the nutrition team in the screening activities of severely malnourished children (MAM and SAM).
- In collaboration with the Nutrition coordinator and the logistics officer follow-up beneficiary food provision.
- Support the health staff in severe malnutrition case management according to national guidelines.
- Assist the nursing staff in the implementation of CMAM/IMAM activities within the (SNU) ward and ensure the management of the commodities (food, drugs and equipment) is done professionally.
- Ensure proper communication, coordination and harmonization of tools with the different stakeholders involved in food/nutrition activities.
- Participate in the conduction of nutrition research studies, Best practice documentation, publication, surveys and campaigns
- Ensure strict adherence to breast milk substitute guidelines for beneficiaries.
- Participate in program strategic planning and roll-out of new program areas in liaison with the CH&SW key stakeholders, cooperating partners.
- Improve the provision of quality nutrition counselling and education in the hospital and other key contact points in the health programme.
• Participate in the development and use developed activity work plans based on the program annual work plan.
• Enhance integration of Nutrition activities with other key health programs.
• Attend regular meetings with facility staff and share results with Nutrition coordinator.

Responsibility 2: Reporting
• Develop and coordinate the adherence and reporting of nutrition education sessions as per developed annual plan.
• Ensure the establishment and implementation of nutrition monitoring activities and train health staff in case detection and referral system.
• Ensure timely reporting in of activities in accordance with set deadlines.
• Plan and Conduct continuous monitoring of the SNU, OTP and SFP programs on a monthly basis with other partners based on developed schedule.
• Facilitate and report on all SNU deaths and death audits conducted in line with developed audit guidelines.
• Facilitate timely facility and main store therapeutic and supplementary supplies stock reporting.

Responsibility 3: IMAM and ENA advocacy
• Advocate for the adherence to the breast milk policy in health and strategic forums.
• Participate in health and nutrition coordination meeting and share information on nutrition.
• Advocate for nutrition activities at grass roots levels through involvement of community groups and gCHVs in nutrition activities.
• Participate in the design, production and dissemination of relevant nutrition information at the health facilities in line with the MOHSW guidelines.
• Participate in marking calendar events like the WBW to enhance IYCF information.
• Strengthen the outlook of the health facility staff to appreciate the ENA core areas.

Responsibility 4: Capacity building of MOHSW staff
• Conducts needs assessments for training needs of Merlin health and CHT staff.
• Plan and execute IMAM and ENA trainings in line with the MOHSW guidelines.
• Train the nutrition team and health team in case detection.
• Build the capacity and mentor Merlin and CHT staff and other key stakeholders in ENA, CMAM, GMP and other nutrition key areas.
• Strengthen the capacity of gCHVs in promotion of CMAM activities and active case finding through community outreach.
• Carry out on-the-job training, coaching and mentoring of staff trained.

Responsibility 5: Manage the assistant nutrition staff at the health facilities and in the camps
• Plan and supervise activities of the nutrition appointed person in the health facilities in collaboration with the county nutrition focal point.
• Conduct appraisal interview for Merlin nutrition staff.
• Plan annual leave, validate time sheet.

Others:
• Perform any other tasks as required by line manager or technical manager.
• Adhere and uphold Merlin code of conduct at the respective work areas of work.

As Merlin is working in constantly changing humanitarian aid environment, reasonable specific work duties may be requested that may not fit into the above job description, but which will help promote over all programmes goals and aims. Similarly while work on
Saturday/weekends or outside of the usual working hours, will not normally be required, requests to do so should be regarded as falling within Merlin’s standard working contract, of which this job description forms a part.

Requirements:

Essential Requirements:
- Registered nurse with special training in CMAM and ENA
- Previous field supervision experience in a related field
- Good interpersonal and capacity building skills
- Proven problem solving and organizational skills
- Diplomatic and an effective communicator at all levels
- Supportive personnel management style and ability to manage teams
- Strong leadership skills
- Strong community Nutrition experience.
- Strong communication skills, with excellent written and spoken English
- Computer skills especially Ms Office.
- Registered Nurse, Midwife or Physician’s Assistant
- Demonstrated experience of capacity building and training including mentoring skills

Desirable Requirements:
- BSc in Nursing and or community nutrition
- Experience in implementation of IMAM/CMAM and ENA projects
- Experience in project life cycle
- Knowledge of ENA-SMART methodology

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To apply for this position

Interested candidates are invited to address application letters to The HR Department Merlin-Liberia, Merlin Building, Between 15th & 16th Streets, Russell Avenue, Sinkor, Monrovia, Liberia, mentioning “Nutrition Supervisor” on the envelope or by email- at jobs@merlin-liberia.org, with an up-to-date CV including 3 referees (preferably former or current employers) on or before Wednesday 8th May 2013 at 5:00PM. Any envelope or email not clearly marked/Titled with the words “Nutrition Supervisor” will not be processed.

Merlin is an equal opportunities employer, therefore women are encouraged to apply for this position