



Vacancy Announcement

Position: Supervisor for Health/Nutrition services

Location of work: Nairobi

Program: CISP Somalia

Reports to: Health/Nutrition Program Manager

Start of work: ASAP

Role and Responsibilities

The Supervisor for Health/Nutrition services supports the Health and Nutrition Program Manager in the management of the projects in line with the objectives, timeframe and budget. In particular he/she:

1. Provides support to the Program Manager as required;
2. Assists in reviewing expenditures regularly and documentation;
3. Assists in the preparation of timely, quality project reports in accordance with the donors' and internal guidelines;
4. Assists in the preparation of documents for logistic, procurements and other administrative activities;
5. Assists the Health Nutrition Program Manager to prepare and submit required material for communication and accountability to be uploaded on the website;
6. Assists monthly analysis and accountability of data collected;
7. Collaborates in development of proposals for donors;
8. Contributes in the preparation of regular or ad-hoc documents (sheets, brochures, other) to disseminate at MoH, DHB or Cluster level.
9. Attends to any other task and responsibility as agreed with the Health and Nutrition Program Manager

Profile Required

Educational:

Minimum university undergraduate degree (social science or economics);

Technical / Professional:

- Minimum of 2 years professional experience post qualification, prior experience in international organizations preferred;
- Should have worked preferably in the health and nutrition sector;
- Problem solving skills;
- Able to prioritize work, and meet deadlines;
- Able to enforce procedures;
- Able to oversee multiple tasks;
- Good interpersonal skills; clear communicator
- Excellent computer literacy with Microsoft Office applications, including Word, Excel and Outlook, PowerPoint and/or Access;
- Familiar with statistics and analysis
- Takes initiative, is punctual, and pays attention to detail;
- Learns quickly, is motivated and passionate;
- Excellent writing and editing skills;
- Understands and follow CISP processes and procedures;
- Excellent knowledge of English language (written and spoken)

Interested candidates are invited to send motivation letter, CV to bassan@cisp-nairobi.org indicating in the subject "Candidate for the Position of Supervisor for Health/Nutrition services" by "10/05/2015". Only short listed candidates will be contacted for interviews.