



“Life in all its Fullness” John 10:10

JOB ADVERT

Job title: Nutrition project coordinator

Essential qualifications: Certificate in nutrition, nursing, OR related discipline

Accountable to: The Medical Superintendent

Reports to: Paediatric ward in-charge

Officer Job type: Full time; 8am-5pm Mon – Fri

MAIN AIMS OF THE POST

At Kisiizi Hospital we expect care of patients to be of the highest achievable standard and be holistic in nature, characterized by compassion and providing for the physical, socio-economic, psychological and spiritual needs of the people we serve. Kisiizi is committed to continuous improvement in standards of care and to continuous learning for all staff and the hospital as a whole.

At Kisiizi Hospital, we have a nutrition project aimed at preventing malnutrition in the surrounding community. The work streams are broad and include:

- Educational talks on good nutrition
- Agricultural and cooking demonstrations
- Chicken and vegetable production to provide food for malnourished children and help fund growth of the project
- Community follow up visits
- Stock management

The nutrition project coordinator manages these multiple varied work streams and constantly seeks for improvements to them to maximize the effectiveness and efficiency of the work. The project coordinator is responsible for visiting families of potentially malnourished children in the community to provide nutrition and practical advice to avoid the children from becoming malnourished. They communicate with community leaders in order to effectively support community based management of malnutrition and avoiding duplication of activities.

The nutrition project coordinator ensures that the implementation of the malnutrition project integrates with other areas of the health system strengthening the overall service of Kisiizi Hospital and preventing other health emergencies.

The nutrition project coordinator is an expert and an adviser to the hospital on malnutrition, ensuring activities are managed and executed in line with national and international humanitarian standards and donor guidelines. Timely, accurate reporting to management and stakeholder communication of project progress is essential.

The primary objective of the nutrition department is to save and improve lives by contributing to a reduction in mortality associated with malnutrition among children.

KEY ROLES AND RESPONSIBILITIES BUT NOT LIMITED TO:

1. Single point of contact responsible for coordinating the diverse work streams relating to the malnutrition project at Kisiizi Hospital.
2. Develop project plan, working with other hospital staff to ensure that activities are successfully implemented in line with goals, on time and on budget.
3. Conduct community visits to homes of children at risk of malnutrition, checking on children's welfare, providing nutrition education and cooking/gardening demonstrations, following up to ensure that what they have learned is being put into practice.
4. Collaborate with other hospital departments to arrange multi-purpose community visits – there may be a requirement to work with adult patients in other departments
5. Proactively visiting attendants on the wards engaging them in conversations on nutrition.
6. Organize and chair monthly regular meetings with the project staff to review weekly and monthly work plans and share the minutes to the management team of the hospital. Endeavour to attend district meetings on nutrition.
7. Compile and submit monthly reports to management and other stakeholders.
8. Supervise porters working on the project
9. Efficient management of project resources (e.g. animal feeds and play therapy equipment)
10. Provide technical support and direction to the project and other staff members to ensure that the national and international nutrition guidelines are adhered to.
11. Maintain up to date information on health and nutrition issues, current good practice and training strategies for all aspects of nutrition. Develop and implement training material to use with families of malnourished children.
12. Develop other staff members' capabilities in malnutrition by documenting and sharing best practices and lessons learnt within the hospital, conduct learning sessions and identify areas of improvement i.e. conduct CMEs to the hospital staff members.
13. Ensure that the projects procurement needs, resource and assets are managed effectively and in line with Kisiizi hospital's policy.
14. Develop quarterly work plan in respect to the project goals and objectives where necessary
15. Ensure that intervention strategies are inclusive and address the needs of the most vulnerable groups.
16. Develop relevant metrics to enable effective monitoring and evaluation of the malnutrition project, using the data collected to make continuous improvements to the project.
17. Make timely requests of the required nutrition commodities on monthly basis to ensure timely dispatch to avoid stock outs.
18. Maintain proper filing system and storage of all project documents.
19. Understanding and commitment to Kisiizi Hospital Child Safeguarding Policy, raising any concerns noticed in regards to safeguarding with the hospital management whether within the hospital or in the community.

Job Requirements

- Certificate in nutrition, nursing, business/project management or related discipline (Diploma desirable)
- Professional training in community based management of acute malnutrition is added advantage
- At least two years' experience in community based nutrition intervention
- Knowledge and practical experience of the national / international malnutrition guidelines
- Experience in education or facilitating training and workshops as added advantage
- Experience in planning of clear budget breakdown for project activities
- Excellent writing with ability to author high quality reports
- Ability to work under minimal supervision
- Basic agricultural experience
- Project Management skills
- Proficient computer skills (Microsoft Word, Excel, Power point and Email)
- Familiar with English and the Runyakitara languages especially Runyankole and Rukiga
- Familiarity with communities surrounding Kisiizi is highly desired
- Good interpersonal skills, problem solving, critical thinking, team work, and accountability
- Strong communication skills – able to explain things in a clear and understandable way
- Sensitivity and empathy
- The ability to interact well with people from a wide range of backgrounds
- A mature, confident and caring manner
- Willingness to travel up to 2 days a week on community visits in and around Kisiizi (Independently on hospital motorbike desirable)

ALTERNG THE JOB DESCRIPTION

This job description is intended as a general guide to your duties but cannot cover everything you may be required to do.

TERMS AND CONDITIONS OF SERVICE

This post is subject to the Terms and Conditions of Service as published by the Board of Governors of COU Kisiizi Hospital that you are advised to read and understand.

How to Apply

All suitable qualified candidates are encouraged to send their application cover letter, CV and copies of academic documents to; hrkisiizihospital@gmail.com

OR, Hand deliver and addressed to;

THE HUMAN RESOURCE CORDINATOR, C.O.U KISIIZI HOSPITAL, P.O BOX 109, KABALE.

Deadline: **26th .December, 2022 by 5.00pm,**

While Kisiizi Hospital appreciates all the interested applicants, only shortlisted candidates will be contacted for interviews. In case you don't hear from C.O.U Kisiizi Hospital for one week after the closing date, please consider yourself unsuccessful. Please note that any form of canvassing will lead to automatic disqualification. Any telephone solicitation will lead to automatic disqualification.

Updated December 2022