



## Vacancy Announcement

<b>Organizational Overview</b>	<p>Somali Relief and Development Action (SRDA) is a vibrant growing national organization that is committed to helping disasters and conflict affected communities to prepare, recover and adopt crisis situation. Our programs are design to respond to the need to the communities when they need most. Led by experience and committed staff, our programs cover wide range of sectors that include Emergency Response, WASH, Food Security and Livelihoods, Protection and Governance. With Programs in Somaliland, Punt land and South Central Somalia, our approach to is to design durable, sustainable and long lasting solution to problems affecting the communities we works with.</p> <p>With funding from the United Nations Children Agency (UNICEF), SRDA is responding to the current drought in Somalia by implementing a 2 year’s Integrated Management of Acute Malnutrition (IMAM) in Luuq district of Gedo region. The project is providing basic health and nutrition support to children under 5 and pregnant and lactating women from Luuq district through fixed and mobile OTP units who will be administrating severe and moderate malnutrition</p>
<b>Position Summary</b>	Under the supervision of the Senior Nutritionist, the registrar will work with Screeners and Nurses in the registration of the malnourished U5 children and Pregnant and lactating mother by recording the weight and other details related to the project while observing strict confidentiality. She/he will be responsible for the reception of the beneficiaries both at fixed and mobile site to record the nutritional details.
<b>Position (8)</b>	Registrar
<b>Duty Station</b>	Luuq district, Gedo region Somalia
<b>Report to</b>	OTP Nurse
<b>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>○ To properly record the measurements on the OTP and TSFP registrar</li> <li>○ Inform the nurse about the weight change of the patient specially children who lost the weight</li> <li>○ Refer to SC children fitting the admission criteria for SC in liaison with nurse</li> <li>○ Recording properly the data of the beneficiaries (U5 children and Pregnant and lactating mothers</li> <li>○ Proper use and recording of OPT cards and resisters</li> <li>○ Collet accurate and reliable data from beneficiaries</li> <li>○ Storage and sharing of data w with the relevant project staff</li> <li>○ Inform the caretakers and nurses about the changes in increase/decrease of weight of malnourished children</li> <li>○ Keep proper record of daily attendance in the register book clearing showing the deaths, cured, defaulters and the transfers</li> <li>○ Update register books on weekly, monthly and annual basis. Work with the M&amp;E team in recording the data digitally</li> <li>○ Produce monthly and annual statistical report on data collected.</li> </ul>

Headquarters:

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Email: [info@srdaorganization.org](mailto:info@srdaorganization.org).

Website: [www.srdaorganization.org](http://www.srdaorganization.org)

Dolow Main Office:

Behind Dolow Police Station Dolow district Gedo Region Somalia

+252 (617)279 089

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Website: [www.srdaorganization.org](http://www.srdaorganization.org)

<p><b>Qualifications, Experience and Requirements:</b></p>	<ul style="list-style-type: none"> <li>○ Minimum of Secondary level education or equivalent</li> <li>○ three years' experience in nutrition program , primary health care unit or community health experience</li> <li>○ Excellent understanding in computer (MS word, MS Excel etc.</li> <li>○ Ability to create, compose, and edit written materials.</li> <li>○ Ability to investigate and analyze information and draw conclusions.</li> <li>○ Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.</li> <li>○ Knowledge of records archiving and/or retrieval.</li> <li>○ Knowledge of beneficiary registration and admission and discharge criteria</li> <li>○ Skill in the configuration and use of computerized database programs.</li> <li>○ Ability to foster a cooperative work environment.</li> <li>○ Outstanding interpersonal and community relations skills and the ability to communicate and work effectively within a diverse community.</li> <li>○ Employee development and performance management skills.</li> <li>○ Knowledge of database construction, management, and retrieval methods.</li> <li>○ Skill in accessing internet information services.</li> <li>○ Skills in uploading and downloading data from various computer application</li> </ul> <p><b>Having Knowledge and Experience in the local context or being a former SRDA employee is an added advantage</b></p>
<p><b>How to Apply:</b></p>	<p>Applicants should submit their Application Letter, updated CV with complete contact details of applicant &amp; 3 professional referees in a sealed envelope indicating “ <b>Registrar</b> ” to: <b>HR Manager, at SRDA Office in Dolow, and Luuq districts</b>, Or email to: <a href="mailto:recruitment@srdaorganization.org">recruitment@srdaorganization.org</a></p> <p><b>DEADLINE for ALL APPLICATIONS: 14 January 2017 before 6:00 PM local time.</b></p> <p>Only short-listed candidates will be invited for interview. <b>Female candidate are highly encouraged to apply</b></p> <p><b>SRDA is an equal opportunity employer</b></p>

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