

**Project Support officer (8), South Sudan Health Pooled Fund, Phase 2**



**Job Description:** Project Support officer – Health Pooled Fund

**Location:** To be determined

**Number of Posts:** 8

**Reports to:** HPF project Coordinator

**Start date:** Immediately

**End of Contract:** March 2018

### **Terms of Reference Health Pooled Fund Project support officer**

#### **Introduction**

The HPFII is an 18-month extension of three and a half year fund, currently supported by the governments of United States of America, Canada, the British Government's Department for International Development (DFID), the Swedish International Development Cooperation Agency (SIDA) and the European Union (EU). The HPF 2 supports services in eight (8) former of South Sudan's ten states or twenty one (21) of the current twenty eight states including Eastern Equatorial, Northern Bahr el Ghazal, and Western Bahr el Ghazal, Warrap, Unity, Lakes, Central Equatorial and Western Equatorial States. In October 2016, DFID extended the contract to act as Fund Manager for the HPF to a consortium of organisations led by Crown Agents.

Whilst supporting Health Service Delivery (HSD) and Health Systems Strengthening (HSS), the HPF will also help strengthen and enable the Government of the Republic of South Sudan (GRSS) to be the leader in developing a health delivery system that saves lives. This will be achieved through supporting transition to government-led service delivery by project conclusion in 2018.

The key objectives of the HPF are to:

1. Objective 1: To increase access, use and quality of health services across all levels, particularly for women, children and vulnerable groups
2. Objective 2: To strengthen the health system under the stewardship of the County Health Departments
3. Objective 3: To increase access to nutrition services particularly for pregnant women and young children

#### **Project Officer Skills.**

The Project officer will work with the project coordinator to ensure integrity, high level transparency and commitment in the delivery on the HPF 2 project. An analytical thinker with excellent problem-solving skills, a successful Project Officer is able to multi-task in a high volume, fast-paced work environment. Should be a team player with a high level of self-motivation and ability to set and meet goals. In addition to these general skills and personality traits. Respond to queries of Implementing Partners and government when appropriate and with guidance from the Project Coordinator.

#### **Key Roles of HPF Project officer**

- The project officer will report to and support the project coordinator in daily operations of Health Pooled Fund, including attending meetings at state or county levels.
- Project officers provide vital assistance to project coordinator. These highly-organized, dynamic professionals work on important projects for all kinds of different organizations.
- The project officers, will not only perform routine administrative duties– rather, their responsibilities will be indivisibly tied to the success of the HPF project. Driving everything forward from planning to implementation to supportive supervision and these will directly influence the efficiency and cost-effectiveness of the project.
- Support overall programme planning, budgeting and supportive supervision for the state ministries of health, county health department and implementing partners.
- Support coordination of SMOH regular stakeholders' quarterly review and oversight committee meetings at the state and county levels.
- On a regular basis, Project Officer meets with the Project coordinator to review technically the progress of the project within different lots and discuss future steps.
- Project Officer is responsible for maintaining crucial project documents which track project progress and update project assets inventories at the states. He or she will file all project documents in an appropriate database or library, and ensure that all documents are accurate and have been accepted by the Project coordinator
- Being so closely involved in the project, the Project Officer is relied upon to support project coordinator identify any potential issues or risks that could affect the progression of the project. He/she will communicate these items with the Project coordinator, and work to identify potential solutions.
- Project Officer closely watch the project schedule, monitoring deadlines for each project task. He or she will check regularly that every deadline is still possible, and report any potential delays to the Project coordinator or HPF management.

**Qualification and competence required:**

- Diploma /Bachelor's Degree in health related field or public administration with minimum three of years professional management or implementation experience
- Thorough familiarity with word processing, spreadsheet, and project scheduling computer applications and Ability to work with database applications,
- Ability to work effectively as a team member and independently without daily supervision,
- Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines.
- Demonstrate the ability to develop, coordinate and coach the health CHD and facility staff.
- Demonstrated experience in planning, budgeting and financial management
- The candidate must have an Excellent English written and verbal communication skills
- A minimum of three years of management, administration, or program coordination experience is highly desirable.
- Ability to develop productive relationship with SMOH, CHDs and Implementing partners.
- The application is open to South Sudanese nationals only.
- Female candidates are highly encouraged to apply

**Applications**

Interested individuals are invited to submit their CVs clearly demonstrating their experience in the above criteria for consideration along with details of their availability and anticipated fee rate to [recruitment@hpfsouthsudan.org](mailto:recruitment@hpfsouthsudan.org) cc, [roland.kusiima@nftconsult.com](mailto:roland.kusiima@nftconsult.com)

**Dead Line for application: 21<sup>st</sup> April 2017**

This position is for **South Sudanese** candidates only.