



VACANCY ANNOUNCEMENT INTERNAL/EXTERNAL

Position: Health Officer
Location: Maban, South Sudan
Reports to: Health & Nutrition Coordinator
Start Date: ASAP
Eligibility: South Sudanese National Only

About RI: Relief International (RI) is a home to teams of humanitarian activist-professionals committed to transforming adversity into renewal for the world's most vulnerable populations. By partnering with beneficiaries and communities on the front-lines, RI innovatively bridges the gap between immediate relief and long-term community development.

POSITION SUMMARY:

The Health Officer will oversee the implementation of RI's health and nutrition programs in the County. The Health Officer shall ensure implementation of activities according to plan, provide supportive supervision to health and nutrition staff, collect data and prepare monitoring reports and represent RI at relevant meetings.

Responsibilities and Duties

Health and Nutrition Management

- Be responsible for the implementation, management, supervision and support of the assigned health project(s) in line with the activity plan and time frame of the relevant project proposal and any applicable national and international guidelines and standards
- Conduct daily field trips to clinics and other health and nutrition facilities for support and supervision
- Ensure that regular monitoring and evaluation assessments are conducted both against project objectives and to ensure the quality of the programme, with reports being made to the relevant field managers
- Provide input into the integration of beneficiary participation and accountability in all aspects of the project
- Oversee the process of data collection, collation and dissemination to meet the requirements and deadlines set by internal and/or external partners
- Ensure accurate and timely reporting of activities for internal and external reports (e.g. weekly, monthly, quarterly and final reports) as requested by field managers, HQ and donors
- Input into the development of the country strategy, new projects and/or donor proposals as requested by field managers

Staff Management

- Assist the Health and Nutrition Coordinator to manage and oversee the assigned health team including recruitment, day-to-day management, development and training, appraisals, etc. The health team may include certified health staff (e.g. medical assistants, nurses, midwives, community health workers), other health staff (e.g. pharmacy and laboratory assistants, traditional birth attendants, health and hygiene promoters, vaccinators) and support staff (e.g. cooks, cleaners, guards)
- Assist to facilitate regular team meetings with the assigned health team, reviewing team and individual objectives, ensuring team members are kept informed of issues relevant to their work and providing an opportunity for feedback
- Ensure the assigned health team members receive relevant and appropriate supervision, coaching, mentoring and training in order to develop their personal and professional skills, knowledge and understanding. This may be through on-the-job training and taught sessions
- Promote the health and security of the health team by ensuring the application of security guidelines, health and safety in the workplace and healthy living conditions and practices

Financial Management

- Work with the health and Nutrition Coordinator to plan, construct and manage health budgets for the assigned health project(s)
- Coordinate and oversee petty cash requirements of the assigned health team, ensuring all required paperwork is completed accurately and in a timely manner

Communication and Coordination

- Develop and maintain appropriate, regular, transparent and supportive communication structures with the assigned health team, in-country health and Nutrition manager and TC and other relevant stakeholders (e.g. beneficiaries, community leaders, local and national government officials, UN agencies and other NGOs)
- Representation at relevant local level coordination meetings involving local authorities, UN agencies and other NGOs

Logistics

- Manage the correct and timely ordering (within budgetary constraints) of all necessary medicines, supplies and equipment for the assigned health facilities and activities, ensuring minimum stocks are maintained and items are stored and distributed correctly

Quality Management

- Promote and use internal and other operating procedures, ensuring that all standardized formats are used and guidelines are followed
- Implement, as far as is possible within operational constraints, relevant policies and standards relating to health service delivery including Sphere and HAP standards, Ministry of Health and donor guidelines and other good practice.
- Participate as requested in internal workshops and distance learning sessions to keep up with changing trends, new guidelines and best practices



QUALIFICATIONS AND JOB REQUIREMENTS

- Bachelor Degree or Diploma Community Health or Public Health
- Training in MIYCF
- Experience working with CMAM
- At least 2 years' experiences working in Health and Nutrition programs
- Fluent in written and spoken English.
- Fluent in Arabic and at least a local language
- Self-motivated with a desire to serve
- Positive attitude
- Respective towards other cultures
- Good interpersonal skills and ability to establish relationships fast.
- Previous experience working in a multi-cultural set up an added advantage.
- Attention to detail and results-oriented approach
- Excellent interpersonal and communication skills
- Excellent organization skills and ability to multi-task

We would like to share Relief International's Values with you:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

HOW TO APPLY:

Submit your applications letter include updated CV, copy of National ID Card, Academic documents and should be delivered to the Relief International office in the following Locations:

Juba Office- Tongping Road, behind US Embassy residence in Juba

Maban office- Batil, Maban County

OR send your application via Email to recruitment@ri.org to the HR

Closing Date: March 16th, 2018 (5:00PM Local Time),

Only shortlisted candidates will be contacted.

