



South Sudan
Plot 592, Block 3K, Airport Road
Tomping, Juba (UNMISS ROAD)
Central Equatoria

9th May 2016

VACANCY ANNOUNCEMENT

Job Title: PHC Coordinator
Job Location: Kajo Keji County, Republic of South Sudan
Number of vacancies: One (1)
Duration: Till 30th September 2016

A. Country Program Overview

The overall objective of the ARC South Sudan program is to facilitate the successful repatriation and reintegration of Sudanese refugees and IDPs to their original homes in South Sudan. In order to achieve this objective, ARC implements a multi-sectoral program that includes water and sanitation, primary and reproductive health care, HIV and gender based violence prevention and response and activities geared towards creating economic opportunities for returning populations. ARC currently has program activities in Kapoeta East, Kapoeta South, Aweil, KajoKeji and Magwi counties. In Kajo Keji, ARC implements programs on primary health care and nutrition.

B. Description of Role

Broad Description of the role

To provide support to ARC's program particularly in Kajo Keji field office. The post holder will be responsible for training needs assessment, organizing and conducting training for both community and facility based health service providers in collaboration with the CHD in Republic of South Sudan.

Overall scope of the work:

- Responsible for the implementation of the integrated primary healthcare activities.
- Responsible for trainings; training needs assessment for community and facility based health services providers, organizing and conducting trainings based on the identified needs, maintain record of training activities accurately, consistently and complete for timely report flow.
- Work very closely CHD heads, health facility heads and community leaders.



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- Participate in conducting health and other health related surveys.
- Supervise the program team

Duties & Responsibilities

Program implementation and development

- Provide supervision for Kajo Keji ARC health projects, and promote the quality of the ARC health programs.
- Responsible to work with the CHD & health facilities head to update Skills and knowledge of CHD staff, facility based health service providers and the home health promoters.
- In collaboration with ARC County coordinator, strengthen the communication between the CHD, health care facilities in charges and community resource persons to ensure proper assignment of trained staff as per trained skills and knowledge.
- Ensure that Primary health care project utilize standardized protocols, policies and guidelines, as prescribed by the South Sudan Ministry of Health, ARC and donors
- Participate in health planning and assessment of health needs in the county
- Maintain open and regular communication with the rest of the ARC health team in order to ensure information sharing, team cooperation and consistency of programs.
- Participate in designing and implementing monitoring and evaluation for Kajo Keji Health programs
- Supervise and provide technical assistance to and build reporting capacity of program staff (Health officers) on report writing, data collection, presentations, and analysis.
- Support development of program direction and provide information for new proposals and initiatives for health and nutrition program in consultation with the County coordinator.
- Build capacity of ARC, CHD and health facility staff.
- Take lead in the preparation of quarterly work plans that reflect daily activities, responsible staff and the required resources

Training

- Liaise with County Coordinator and the CHD for regular training needs assessment to improve quality of health services at health facilities. This includes designing appropriate tool for training needs assessment and share with County coordinator and other health team members and providing written and concise reports for all training needs assessment made.
- Communicate your schedule of training with County coordinator and CHD ahead of time
- Select relevant trainees in collaboration with CHD and Community health supervisor, health facility and community leaders in case of community based health workers.
- Conduct training in collaboration with County coordinator, CHD and identified consultant if needed.





- Provide timely, comprehensive and complete training report to County coordinator
- Prepare and conduct post training evaluation on duty using on the site observation.
- Provide appropriate written feedback for all your post training supervision findings.
- Establish data base for all trainings conducted at the county level in collaboration with CHD and County coordinator.

Others

- Undertake any other duties as directed by the County Coordinator for the improvement of the health status of the target beneficiaries.
- Act and communicate at all times in a polite manner with respect for others to fit the image of ARC
- As ARC is working in a constantly changing humanitarian aid environment, reasonable specific duties may be requested that may not fit into the above job description, but which will help to achieve over all programs goals and aims. Similarly while work on weekends will not normally be required, requests to do so should be regarded as falling within the 40hr working week stipulated within ARC's national staff hand book, of which this job description forms a part.

C. Education, Technical skills & Knowledge required

- Health degree (minimum 4 years of study) from recognized university/institution.
- Clinical experience of at least 2 years.
- Experience supervising PHC activities of at least 2 years
- Experienced at capacity building and facilitating training.
- Fluent and clear English speaker with good writing skills.
- Good computer skills (Microsoft Office, Email, etc)
- Proven ability to work cooperatively with others in a team environment
- Ability to write clear and concise reports.

Desirable experience and competences

- Organized, proactive, team player;
- Excellent organizational skills;
- People-oriented, interest in providing service to colleagues;
- Strong communication skills
- Prior experience in training and curriculum development.





HOW TO APPLY

Qualified and interested candidates should submit their letters of interest plus CVs to ARC Kajo-Keji field office. Applications can also be submitted to the following email address: ssvacancies@arcrelief.org or the ARC South Sudan office located at Thong ping UNIMIS road Juba (near UNMIS main).

Please clearly indicate the position you are applying for and note that ARC retains all applications and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on regular basis hence these positions may be filled before the expiry date of the advert. **Only shortlisted candidates will be contacted for an interview.**

The Deadline for receiving applications is 30th May 2016 at 5:00 pm local time.

