

**ARDF****African Relief and Development Foundation**
Save lives and Build Healthier Communities

Job Vacancy

Position: Project Field Officer (01)
Duty Station: Ezo County, Gbude State; Former western Equatoria
Reporting to: Project Coordinator
Opening Date: 10th /Jun/2019



Background

African Relief and Development Foundation popularly known as ARDF is a non-profitable, non-governmental organization registered and recognized by Relief and Rehabilitation Commission (RRC) in the Republic of South Sudan. ARDF aim to provide development and Humanitarian relief services to extreme communities affected with poverty and crises by enhancing transformation of their lives and ensuring total health being.

Mission: ARDF works to save lives and build healthier community by supporting people in meeting their needs in hard to reach areas and ensuring their accessibility to development and humanitarian relief services.

ARDF is therefore seeking for a Qualified Candidate to fill a position of project field officer for its anticipated project **“Supporting ANISA II through Community Mobilization for Improved HIV care and Treatment Outcomes”** to be based in Ezo County.

The Purpose of HIV field project officer is responsible for provision of technical support to the Mobile teams in the county.

Key Roles and Responsibility

- 1) Monitor implementation and progress of community based test and treat services at the outreach sites.
- 2) Provide technical support to Outreach sites to ensure optimum coverage as well as testing of pediatrics and adolescents in the county
- 3) Working closely with the mobile outreach team to ensure all HIV positive cases are linked and enrolled into care and treatment within two weeks of knowing there status.
- 4) Provide technical support to mobile outreach team to ensure all HIV positive clients have their viral load tested
- 5) Offer technical support to the outreach team on the strategies to employ in execution of their task so as to achieve overall project goal and objectives.
- 6) Train mobile outreach team on client retention for HIV care and treatment.
- 7) Ensure Clients traveling to seek for appropriate care or MMS services in the health facilities receive the services
- 8) Work closely with the local Authorities in the community to support in tracing lost to follow up (LTFU) clients.
- 9) Ensure lost to follow up clients are line listed, traced and brought for treatment
- 10) Ensure Community Antiretroviral therapy groups (CAGs) are established in each Boma and strengthen them to trace lost to follow up clients, train them how to rotate their clinical visit to obtain drug refill at the clinic for them to dispense to their group / association members.
- 11) Liaise with officer M&E to ensure Proper record system is adopted, and correctly done by the mobile outreach team.

Policy compliance – Mandatory Reporting Policy (MRP):

- Ensure any violations of the ARDF Sexual Abuse and Exploitation Code of Conduct are reported to the Project Coordinator. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by ARDF and other humanitarian workers

Confidentiality:

- Ensuring the non-disclosure of any information whatsoever relating to the practices and business of ARDF acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty

Qualifications and Experience

- Diploma in Clinical Medicine and Public Health or Diploma in Nursing or other related field
- At least 2-3 years' experience in HIV programing.

Functional skills and knowledge:

- Demonstrates a systematic and efficient approach to work.
- Works collaboratively with team members to achieve results.
- Relates and works well with people of different cultures, gender and backgrounds.
- Should be able to plan his/her own work on daily/weekly/monthly bases
- Should be able to submit reports on time.
- Ability to work with minimal supervision.

Other skills:

- Good communication skills.
- Good reporting skills.

Languages:

- Fluency in English and local Arabic
- Zande Language is an added advantage

How to apply

To apply to this position, send your softcopies of CV ,cover letter and your academic credentials to: **lobowa.ardfsouthsudan@gmail.com** and copy to: **ardfsouthsudan@gmail.com**. Hand delivery should be submitted to ARDF Head Office at Dar-es-Salam, along St. Kizito – Hai Tarawa Road next to Darling Primary & Secondary School. It **Must** be addressed to Human Resource Manager.

While in field location, hand delivery should be submitted to ARDF Field Office in Yambio at” **Passion For The Needy** “compound adjacent to Mikesse University ,Hai Bakindo coordination office and **Must** be addressed to: **Admin assistant** Yambio, Gbude state.

The deadline for the application is **03/07/2019** by 5:00pm

This position is open to south sudanese National only. Female applicants are encouraged

Note : Due to the urgency of the position, we will be reviewing the applications and interviews may be done before the closing date.

