

VACANCY ANNOUNCEMENT INTERNAL/EXTERNAL

Position: Dispenser (1 Post)
Location: Maban, South Sudan
Reports to: Health Officer
Start Date: 01. April. 2018
Eligibility: South Sudanese National Only

About RI: Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty. Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

GENERAL RESPONSIBILITIES

- To uphold internal values and to contribute to the wellbeing of the team as an active member.
- **Medical / Technical**
- Accurately dispense medications from the pharmacy to the correct patient, with the correct medication/dose/route/frequency
- Check that doses prescribed are correct to guidelines and inform Clinic in Charge of any discrepancies
- Ensure medication is correctly and clearly marked
- Clearly and accurately explain the dosage to the patient and ensure they can repeat the instructions correctly.
- Supervise the administration of the first dose of antibiotics, antimalarial, or any other drugs as requested by the Clinical Officer
- Explain possible side effects of the medication and when to seek medical advice
- Ensure the pharmacy is locked securely if no staff is present.
- Ensure the pharmacy and equipment is clean at all times
- Ensure all medications are kept in proper conditions and are used within expiry dates
- Rotate to various clinical sites per operational needs
- **Administrative (in coordination with the Dispenser)**
- Ensure adequate stock of medications and supplies
- Liaise with clinic staff to compile a single stock request and inventory weekly for the clinic
- Ensure weekly consumption report is completed and submitted
- Accurately track the dispensing of all medications
- Other duties as requested by line manager

QUALIFICATIONS AND JOB REQUIREMENTS

- Diploma or certificate course in pharmacy
- At least 1year experience working in Health and Nutrition program / health facility set up – clinic or hospital.
- 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
- Experience working in refugee settings in South Sudan

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 of HR
- **Closing Date:** March 23rd ,2018 (5:00PM Local Time), **Only shortlisted candidates will be contacted.**



VACANCY ANNOUNCEMENT INTERNAL/EXTERNAL

Position: Midwife (4 Post)
Location: Maban, South Sudan
Reports to: Senior Health & Nutrition Officer
Start Date: 01. April. 2018
Eligibility: South Sudanese National Only

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GENERAL RESPONSIBILITIES

To implement the reproductive health component of the health programme in Batil refugee camp in Maban County through provision of antenatal, delivery and postnatal care, clinical management of rape, family planning services and health education to patients attending clinic and 24-hour delivery facility. To assist in the management of the reproductive health programme as a whole through involvement in community mobilization and education, liaison with other health partners, report writing and stock management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Antenatal, Delivery and Postnatal Care

- Assess all pregnant women attending the clinic for antenatal care (ANC), provide preventative treatments including tetanus vaccinations, sulfadoxine-pyrimethamine intermittent preventative treatment of malaria, mebendazole, and iron /folate supplements on recommended MoH schedule.
- Distribute non-medical items (e.g. mosquito nets and clean delivery kits) to pregnant women at appropriate ANC visit and maintain accurate records.
- Support pregnant women to make a delivery plan, assess for danger signs or potential complications and make timely referrals as appropriate to clinical officers, or for treatment at secondary referral facilities.
- Provide health education to all women attending for ANC, including importance of hospital delivery, hygiene, extended programme of immunization (EPI), infant and young child feeding (IYCF) practices and family planning (FP).
- Assess all pregnant women attending 24-hour delivery facility, and conduct deliveries following strict hygiene standards and managing any complications as needed. Arrange referral to hospital for further management when necessary.

- Provide postnatal follow-up to all women and babies who have delivered in the 24-hour delivery facility, attended ANC and any new referrals, Provide health education, preventative and curative treatment, appropriate family planning advice and referral fo

EPI.

- Provide clinical management of rape of any women presenting to health facility, and referral to appropriate facility for ongoing psychosocial management, as long as this exists.
- Keep accurate records of examination and treatment of all women attending for ANC, delivery, postnatal care (PNC), FP and following Sexual and Gender Based Violence SGBV. Compile regular and timely reports.

Family Planning

- Provide individual counselling on available family planning methods, and provide and encourage appropriate methods of family planning to women attending Reproductive Health (RH) services

Community Mobilisation

- Liaise with traditional birth attendants (TBA) to encourage referral of all pregnant women to clinic and report any community births within 12 hours for postnatal follow up
- Meet with pregnant women, camp leaders, TBAs and other key stakeholder groups for consultation on service provision, to provide reproductive health education and encourage utilisation of services

Administrative tasks

- Keep accurate and up to date records of all clinic attendance, education sessions, treatment prescribed and items distributed
- Compile and distribute regular weekly and monthly reports on all activities.
- Maintain accurate stock records of all medicines and non-drug items used in Reproductive Health (RH) services, and notify logistics in a timely manner of need to reorder stock
- Maintain accurate records of all items distributed to patients
- Ensure availability of RH supplies, informing clinic pharmacist of RH needs for completion of a monthly stock request, including required stationary such as ANC cards, tally sheets, distribution items such as LLIN, clean delivery kits, soap and drugs

External representation

- Attend coordination meetings with local authorities, UNHCR, UNFPA and other INGO/NGOs at camp and county level.
- Refer to the Maban Health project manager and Health Advisor before making any commitment whether verbal or written
- Collaborate with other health partners in Batil camp.
- Facilitate and assist in planning of regular meetings held with TBAs
- Staff management
- Supervise activities of community outreach workers when related to education, follow-up or provision of reproductive health services
- Line manage clinic staff including other midwives as appropriate
- Any other responsibility as will be assigned by your supervisor

QUALIFICATIONS AND JOB REQUIREMENT

Essential:

- Diploma in Nursing/Midwifery
- 2 years of professional experience after qualification
- Fluent in written and spoken English
- Fluent in spoken Arabic
- Self-motivated
- Desire to serve
- Respectful towards other cultures
- Able to establish relationships easily
- Experience working in refugee settings in South Sudan

Desirable:

- 1year work with a similar organization
- Fluent with Arabic
- Keeps a positive attitude in difficult situations



- Previous experience of living and working in a multi-cultural team, Encouraging, supportive

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.

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VACANCY ANNUNCEMENT INTERNAL/EXTERNAL

Position: Community Health Worker (Refugee Position)
Location: Maban, South Sudan
Reports to: Health & Nutrition Supervisor
Start Date: 01-April-2018
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 Community Health Worker will support both facility and community-based services. At the facility level, the CHW will assist in support service delivery through patient registration, record keeping, management of stocks (including diagnostics) and providing counselling and health education to patients. At the community level, the CHW will work with home health promoter and community mobilizers to conduct outreach activities including awareness raising sessions, training of community members and referrals.

Key Responsibilities:

- **At the facility level:**
 - Support in stock management for pharmaceuticals and supplies including recording consumption, organizing stocks and dispensing medication
 - Conduct rapid diagnostic tests and keep records of consumption
 - Maintain health facility records through patient registration and documentation of diagnosis and treatment and/or services provided (EPI, nutrition, etc)
 - Support in preparation of weekly and monthly reports
 -
- **At the community level:**
 - Train home health promoters, community mobilizers and other community members on key health and nutrition messages, referrals, malnutrition screening and other topics
 - Conduct community case management for common illnesses following the integrated community case management (ICCM) guidelines
 - Supervise home health promoters and community mobilizers
 - Ensure effective referral between the community and health facility
 - Work with community members to trace defaulters and promote utilization of services
 - Conduct malnutrition screening for children under 5 and pregnant and lactating women
 - Support provision of nutrition services at the community level
 - Conduct regular home visits to follow-up on health status of community members
 - Provide health and nutrition education to community members
 - Support social mobilization for immunization or other campaigns

- Collect, compile and review reports on a regular basis
- Participate in mobile medical teams, outreach activities and rapid response missions
- Participate in assessments and community mapping activities

Reporting:

- Maintain up to date records on above functions for provision of reports to supervisors as requested.

Systems Compliance and Improvement:

- RI-South Sudan specific finance, logistics, IT, security, communications and human resource/administration policies and procedures.
- Any new procedures and guidelines designated in circulars from program manager or country office

Policy compliance – Mandatory Reporting Policy (MRP):

- Ensure any violations of the RI Sexual Abuse and Exploitation Code of Conduct are reported to the Program Manager. 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 RI and other humanitarian workers

Confidentiality:

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

Note: The role of the community health worker cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, the community health worker will be required to support in all unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.

QUALIFICATIONS AND JOB REQUIREMENTS

- Diploma or certificate in Community health.
- At least 1-year experience working in a health and nutrition program.
- Malnutrition program training and experience an added advantage
- 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



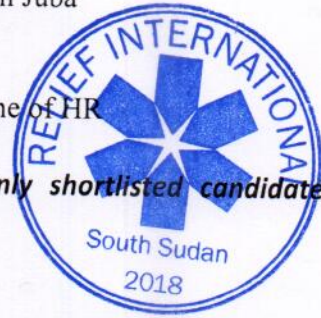
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VACANCY ANNOUNCEMENT INTERNAL/EXTERNAL

Position: Maternal and Child Health and Nutrition (1 Post)
Location: Jekow/Maiuwut, South Sudan
Reports to: Health & Nutrition Supervisor
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 MCHN bears responsibility for all aspects of the maternity department: the delivery room, prenatal consultations, and the gynecology room and ensures the follow up of women and newborns under the supervision of a specialized doctor.

RESPONSIBILITIES AND DUTIES:

- To provide focused antenatal care, including counseling and screening tests.
- Questioning and carrying out a complete examination of the client during the first consultation (health antecedents, previous pregnancies, foetal osculation, etc.)
- Being in charge of pregnancy follow up. Checking in each consultation:
 - The position of the child, weight of the pregnant woman, Her arterial Blood Pressure (BP)
 - Her urine level, The presence of oedema, Abdominal examination
 - Her conjunctives, etc. (examination)
- Administering anti-malaria and anti-anaemia prophylaxis to all pregnant women in accordance with MoH protocol and the legislation in the country
- Delivering an anti-tetanus vaccination following the vaccination calendar
- Educating future mothers on:
 - Basic hygiene rules (hand washing after going to the toilet, washing genital areas with soap and water etc.)
 - The importance of vaccination and following prophylactic treatment
 - The importance of pregnancy follows up and early detection of signs of delivery
 - The detection of all anomalies during the pregnancy (signs of infection, loss of blood, etc.)
- Selecting the women at high risk, referring them to the specialist doctor and initiating the treatment and appropriate follow up
- Updating the patients' register and follow up forms
- Drawing up labour follow up forms at the arrival of the patients and noting each act of care carried out
- Tracking the parameters (pulse, temperature, blood pressure) before, during and after deliveries
- Ensuring genital cleaning of the patients on arrival, before the vagina is touched and after each urine omission or a bowel movement
- Following the progress of labour, manage of mothers in normal and complicated labour using the pantograph,
- Signaling to the doctor all indications of maternal-foetal suffering, indication for caesarean or difficult delivery (helping the doctor in the case of a risky delivery), and facilitate referrals in complicated cases.

- Ensuring the follow up of deliveries,
- Treating states of shock, infections and referring rapidly to the doctor
- Carrying out a uterus revision if necessary
- Stitching up the perineum if necessary
- Ensuring genital cleaning of the deliverer or caesarean patient
- Receiving the new-born and delivering the first neo-natal acts of care (cutting and cleaning the umbilical cord, removing obstructions in the ENT passages, etc.)
- Carrying out surveillance of parameters following the protocol in use
- Detecting and providing timely treatment of neonatal infections (hypoglycaemia, hyper-hypothermia) etc.
- Referring all anomalies identified in the new-born to the specialised doctor
- Vaccinating the new-born according to the calendar in force in the country
- Updating the surveillance form for the child
- Ensuring the daily follow up of deliverers and patients hospitalised for a gynaecological and/or obstetric problems (virginal cleaning, tracking parameters, etc.)
- Manage mothers with incomplete and complete abortions to include performing MVA when required.
- Providing counselling in case of miscarriage, stillbirth, neonatal abnormality and neonatal death.
- Taking part in the doctor's round and informing him/her of all changes in the clinical state of the patients
- Following medical prescriptions and ensuring the follow up of complementary examinations
- Advising mothers on the follow up of new-borns, caring for the umbilical cord; putting children on the breast, the importance of breast feeding and Informing mothers on the different forms of contraception (family planning etc.)
- Giving patients follow up appointments for new-borns when relevant
- Management of postpartum mothers and babies and complications in puerperium.
- Checking the general hygiene standards in the department and referring all anomalies to the supervisor
- Being responsible for the cleanliness and upkeep of the delivery room
- Carrying out treatment of patients and new-borns following hygiene and asepsis rules
- Checking the sterilisation of medical and surgical material and the correct dilution of antiseptics
- Ensuring pertinent oral and written handovers at every team changeover
- Managing MCHN Assistants and participating on the job training in her department
- Participating in record keeping, data collection and the compilation of weekly, monthly statistics
- Conduct training and continue medical education to MCHN assistants and Home Health Promoters
- Adherence to all organizational policies and procedures as outlined in RIs' policies and procedure manuals.
- Responsible for establishing and maintaining a good working relationship with all RI staff and for attending and participating in regular staff meetings.
- Conduct him/herself both professionally and personally in such a manner as to bring credit to RI and not to jeopardize its humanitarian mission.
- Any other duties as assigned from time to time.

WORKS DIRECTLY WITH: Health and Nutrition team.

KNOWLEDGE AND EXPERIENCE:

Education: Diploma/Certificate in MCHN

Experience: Minimum two years' experience, in the capacity of MCHN

FUNCTIONAL SKILLS AND KNOWLEDGE:

- Demonstrates a systematic and efficient approach to work.
- Works collaboratively with team members to achieve results.
- Ability to work with minimal supervision.
- Good command of English and relevant local language, both written and spoken.
- Ability to organize & priorities workload independently, using initiative when appropriate.
- Honesty, pay attention to details. And Pro-active.

Please note: Positions are open to South Sudanese nationals only.

Hand delivered applications should be dropped at the RI's Ulang Office-GOAL Office

Closing Date: March 23rd ,2018 (5:00PM Local Time), *Only shortlisted candidates will be contacted.*



VACANCY ANNOUNCEMENT

INTERNAL/EXTERNAL

Position: Nurse (1 Post)
Location: Maban, South Sudan
Reports to: Health & Nutrition Supervisor
Start Date: 01-April-2018
Eligibility: South Sudanese National Only

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Position summary:

The purpose of this position is to:

- provide high quality health and nutrition services at different levels: primary health care facilities, in-patient therapeutic feeding center (stabilization center), out-patient therapeutic program and outreach activities in hard-to-reach areas (20%);
- ensure that every beneficiary receives an adequate medical examination, appropriate diagnosis, treatment and referral for additional treatment following national protocols and standard guidelines.

Main Duties

- Conduct medical examination to all beneficiaries who present themselves at the health facility or in-patient therapeutic feeding center, including vital signs, measurements, physical examination and medical history
- Correctly diagnose illnesses following standard criteria
- Prescribe medications and provide treatment following standard clinical guidelines and treatment protocols including Integrated Management of Childhood Illnesses and Integrated Management of Adult Illnesses
- Follow CMAM protocols in assessing, admitting and treating beneficiaries in the out-patient therapeutic program.
- Correctly assess and manage severely malnourished children at the in-patient therapeutic feeding center, following ITFC treatment protocols
- Provide reproductive health services where needed, including ante-natal and post-natal care and family planning
- Trace defaulters in the nutrition and EPI programs
- Refer beneficiaries requiring additional medical attention the nearest health facility in accordance with protocols
- Correctly record all relevant information (symptoms, diagnosis, measurements, treatment plan) for each beneficiary on appropriate forms (child card, patient file, etc) of beneficiaries and medication given and complete the child's card at every visit

- Keep an up to date record of all medication used and be responsible for stock management and reporting (distribution monitoring, use of non-expired drugs, stock ordering etc.)
- Develop plan for provision of outreach services in the communities and participate in the outreach team (at least 20% of time provide outreach services)
- Follow standard infection prevention and control measures in all activities
- Ensure wastes (medical and non-medical) are adequately disposed of at the health facility and the outreach team
- Provide health education and counselling to all caretakers
- Prepare regular and ad-hoc reports as requested
- Build capacity of other members of the health and nutrition team through on-the-job training and supportive supervision
- Participate in trainings as requested
- Attend team meetings and other meetings as requested
- Treat beneficiaries with respect and maintain patient privacy
- Ensure that all equipment is in good working order and clean, including disinfection and sterilization where needed.
- Report any problems or broken equipment
- Undertake other tasks as requested by their supervisor
- Maintain up to date records on above functions for provision of reports to supervisor as requested.

Systems Compliance and Improvement

- RI South Sudan specific finance, logistics, IT, security, communications and human resource/administration policies and procedures.
- Any new procedures and guidelines designated in circulars from the program manager or Country office.

Policy compliance – Mandatory Reporting Policy (MRP)

- Ensure any violations of the RI Sexual Abuse and Exploitation Code of Conduct are reported to the Program Manager/coordinators. 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 RI and other humanitarian workers

Confidentiality

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

Note: The nurse will also be required to cover for nurses in other duty stations as needed. This position includes provision of services at primary health care facilities, out-patient therapeutic programs, in-patient therapeutic programs and outreach activities.

Qualifications, Skills and Experience

Education:

Diploma in Clinical Nursing, certificate nurse and extensive experience

Experience:

Essential

- Qualified nurse
- Nutrition programme, primary health care or community health experience
- Proven capacity in management and teamwork
- Excellent communication skills and a willingness to be respectful, kind, sensitive and empathise with all beneficiaries and their carers



- Willingness and capacity to be flexible and accommodating when faced with difficult and frustrating working conditions
- Demonstrable ability at report writing
- Prepared to live and work in an uncertain security environment
- Ability and willingness to frequently travel and stay at the field
- Commitment to and understanding RI aims, values and principles
- Fluency in written and spoken English and local language

Desirable:

- Previous experience providing nutrition services, especially at in-patient facilities

Functional skills and knowledge:

- Remains productive when under pressure.
- 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.

Languages: Fluency in English or Arabic, with an excellent working knowledge of the local language.

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