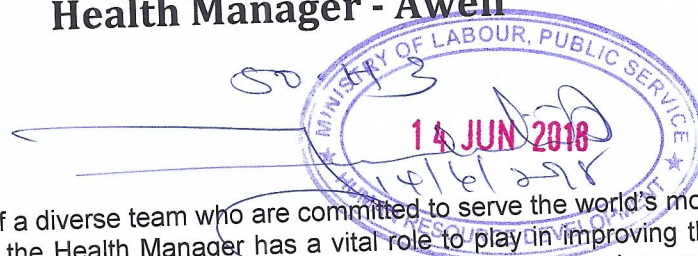




Job Advertisement

Health Manager - Aweil



Job Purpose: Working as an important member of a diverse team who are committed to serve the world's most vulnerable with practical and compassionate care the Health Manager has a vital role to play in improving the overall health situation of the target population. This involves implementing quality health services and contributing to the achievement of proposal objectives within the planned timescale and budget, for the areas of responsibility within the health project. Important parts of the role include: building the capacity of the local health team by providing appropriate and relevant supervision, training and technical support; contributing to monitoring and reporting on project progress; and liaising with community leaders and health officials as requested.

Key Responsibilities

Health Management

- Be responsible for the implementation, management, supervision and support of the assigned health project in line with the activity plan and time frame of the relevant project proposal and any applicable national and international guidelines and standards.
- Conduct regular field trips to clinics and other health 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 Medair and/or external partners.
- Ensure accurate and timely reporting of activities for internal and external reports (e.g. 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

- Manage and oversee the assigned health team including recruitment, day-to-day management, development and training, appraisals, etc. Responsible for training and supervision of locally recruited staff, including midwives, ensuring MoH guidelines are available and followed.
- 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 relevant field managers to plan, construct and manage health budgets for the assigned health project.
- 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, Medair in-country health managers and advisors and other relevant stakeholders (e.g. beneficiaries, community leaders, local and national government officials, UN agencies and other NGOs)
- Represent Medair 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 the Medair intranet and other operating procedures, ensuring that all standardised formats are used and guidelines are followed.
- Implement, as far as is possible within operational constraints, relevant policies and standards relating health service delivery including Sphere and HAP standards, Ministry of Health and donor guidelines and other good practice.
- Participate as requested in Medair internal workshops and distance learning sessions to keep up with changing trends, new guidelines and best practices.

Delegated Responsibilities

- Achievement of the assigned health project outcomes within the budget and the agreed time frame.
- Filing and archiving of all required records and documents for the assigned health project according to the requirements of Medair, donors and relevant local authorities.
- Line management of assigned health staff, including recruitment, performance monitoring, disciplinary action, etc.

II. Person Specifications

Essential

- Clinical degree or diploma (nurse, midwife, doctor, medical assistant, clinical officer) or Public Health degree
- 2 years post-qualification nursing / medical professional experience
- Good English (spoken and written)
- Computer literate with good working knowledge of Microsoft Excel, Word, Outlook and PowerPoint

Desirable

- Certificate/diploma in Public Health or Tropical Medicine
- Education/training/experience in humanitarian work
- Management experience in a health context.
- Experience working in management in a health programme in a developing country, preferably in a humanitarian context

Applications deadline: **4th July, 2018**

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: recruitment@southsudan.medair.org *Only*

Female are highly encourage to apply. Email applications are highly recommended

