



Terms of Reference for Liaison and Reporting Officer

1. Background information

HPF's overall goal is to reduce maternal and children under five years old mortality, ensuring universal coverage, and improving the overall health status as well as the quality of life of the South Sudanese population.

The Health Pooled Fund (HPF) began in October 2012 and is currently supported until March 2018 by the British Government's Department for International Development (DFID), the Government of Canada, the European Union, the Swedish International Development and Cooperation Agency (SIDA) and United States Agency for International Development (USAID).

HPF supports delivery of essential primary health care, secondary health care and referral health services, as well as health system strengthening at the national, state, county and facility/community levels. HPF supports services in eight state hubs of South Sudan's formerly known as: Eastern Equatoria, Central Equatoria, Western Equatoria, Northern Bahr el Ghazal, Western Bahr el Ghazal, Warrap, Unity and Lakes.

Its overarching objectives are:

- Objective 1: To increase access, use and quality of health services across all levels, particularly for pregnant women, children and vulnerable groups (health service delivery);
- Objective 2: To strengthen the health system *at State and County level* (health systems strengthening);
- Objective 3: To increase access to nutrition services particularly for pregnant women and young children (nutrition).

To attain these objectives, the HPF team is responsible for the following six work streams:

- Management of the HPF fund, IPs and support to the HPF steering committees;
- Ensuring continuity of and support to service delivery, with a focus on improving quality;
- Support to building capacity through health systems strengthening;
- Management of fiduciary risk associated with use of donor funds;
- Development of and support to the implementation of a nutrition component, integrated within the health services delivery and health systems strengthening work streams; and
- Procurement of essential medicines.

2. Objective of position

The position is responsible for high-quality reporting and communication to donors, the Ministry of Health (MoH) and other key stakeholders.

3. Scope of Activities

Reporting

- Produce the monthly and quarterly reports to a schedule
- Work closely with HPF work stream managers to ensure quality reports are produced
- Organize quarterly meetings with the MoH and donors to obtain feedback on reports
- Consolidate any feedback provided by stakeholders and share with the work stream managers and HPF senior management
- Produce follow-up reports for the donors and MoH as required.
- Produce the annual and final reports, working with HPF work stream managers
- Ensure that all documentation is filed properly and accessible by all stakeholders
- Maintain a schedule for reporting

HPF Steering Committee functions

- Organize quarterly steering committees, ensuring all stakeholders have the relevant information
- Manage the day-to-day communication between the MoH, donors and the HPF on Steering Committee matters.
- Ensure that all documentation is filed properly and accessible by all stakeholders
- Provide holiday cover for the Knowledge Management and Communications Manager roles for the steering committee

Communication and coordination

- Ensure the provision of regular updates to MoH and donors
- Ensure that all HPF strategies are up-to-date, shared with stakeholders and on the website
- Work with the Knowledge Management and Communications Manager to ensure success stories are uploaded to the website
- Provide regular information to the HPF Designer to update infographics
- Collect dates and outcomes of key meetings attended by work streams
- Work with the Health Service Delivery Manager to develop and maintain an implementing partner mapping of services.
- Organise monthly meetings with the HPF donors, minute the action points and follow up on the recommendations and requests.

Mentoring/training

- Provide mentoring to specific MoH staff on writing or reporting as requested.

Other documentation

- Proof read and copy edit HPF public documentation, such as strategies and policies
- Support the Deputy Team Leader and Head of Operations to produce adhoc reports or documents requested.
- Ensure human resource files are updated and filed regularly according to the HPF human resource manual

4. Line management and working relationships

Line management	The position will report to the Administration Coordinator and the Head of Operations
External working relationships	The MoH and HPF donors
Internal working relationships	Knowledge Management and Communications Manager, Deputy Team Leader and work stream managers.

5. Person specification

Essential

- Degree in development-related field (international development, social science or other)
- Excellent writing skills
- Previous experience of working in developing countries or fragile state contexts
- Ability to work to tight deadlines and under pressure
- High degree of initiative, flexibility and creativity
- Ability to work independently
- Excellent interpersonal skills including cross-cultural experience
- Advanced computer literacy including Microsoft Word, PowerPoint, Excel

Desirable

- Experience in South Sudan
- Experience in organising and managing events/workshops
- Experience in representing their organisation in front of ministries of health or donors
- Proficient in Adobe software applications

6. Physical Requirements/Environment:

The position is based full-time in Juba, South Sudan. This is a non-family post in location with limited amenities.

7. Timeframe

It is anticipated the role will be from July 2017 to April 2018, with an option to continue beyond this

8. Application

Please submit your CV in English, two report examples a 1-2 page cover letter and anticipated fee in GBP. Please submit your application to recruitment@hpfsouthsudan.org; cc roland.kusiima@nftconsult.com.

Deadline for application: 19th July 2017 Time 5:00PM EAT

Due to the volume of applications anticipated, we will only contact short listed applicants

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