

Approved  
23/3  
2017



## VACANCY ANNOUNCEMENT

**Post Title:** Registered Midwife  
**Number of Vacancies:** One (1)  
**Duty Station:** Magwi PHCC – Magwi County  
**Contract lengths:** From 1<sup>st</sup> April to 31<sup>st</sup> December 2017  
**Reports to:** Clinical Officer In charge



### Organizational background

The overall goal of CARITAS TORIT/CATHOLIC DIOCESE OF TORIT is to build a peaceful and reconciled society through integral human development. Caritas Torit covers all the 8 (Eight) Counties of Imotong State and Namuronyang State (formerly Eastern Equatoria State) with 6 (Six) Health facilities which includes 2 (Two) Hospitals, 4 (Four) PHCCs and Health Post in Melijo IDP camp.

Misereor/KZE has been supporting CDOT, through Caritas Torit (CT), for over a decade with funding to support basic health care services. The most recent 2-year program phase (2014-2015) is aimed to complement interventions of previous assistance and to further strengthen quality and access to primary health care services through the Diocesan network of 6 health facilities in 3 areas of the Eastern Equatoria State (EES) of South Sudan. The program targets the most vulnerable individuals and populations groups and specifically aims to reduce mother and child mortality. Next to this main objective, the program supports the CDOT with maintenance of equipment and the employment of key staff to manage and strengthen the Diocesan health services.

Other major interventions include Food Security, Community Empowerment, Veterinary, Education and Peace Building through 89 FM Radio Emmanuel (under Catholic Radio Network) that covers all the Eight (8) Counties of former Eastern Equatoria State.

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### **Major Responsibilities:**

- Ensures day to day running of maternal health activities in the PHCC
- Conducts Health Education sessions to patients or clients
- Conducts focused antenatal care to pregnant women both at facility and during outreaches.
- Performs normal vaginal deliveries
- Performs assisted vaginal deliveries with Clinical Officer
- Performs nursing inpatient activities
- Administers treatments and intravenous fluids and catheterization, nasogastric insertion, cannula insertion, care of the critical sick patients.
- Conducts ward management and maintain ward cleanliness
- Order medicines for use in the wards
- Performing ward rounds with Clinical Officer
- Obtains patients specimen samples and taking to the laboratory.
- Offers postnatal care for mothers
- Participates in continuous professional development
- Participates in departmental meetings and general hospital meetings
- Refers difficult/complicated cases for further management.

### **Required Qualifications, Experience & Competencies**

- Diploma in Midwifery from a recognized institution
- Registration certificate from national professional body
- 1-2 years working experience in the same capacity
- Team player with excellent communication skills
- Commands respect and guidance among peers and TBAs

### **Application Procedure:**

- ✓ Application letter, and CV, **MUST** be received at CARITAS TORIT/ CATHOLIC DIOCESE OF TORIT Human Resources office along Mission Road, Torit EES; not later than **Monday 27<sup>th</sup> March 2017 at 5pm**. Applicants are encouraged to submit their applications & CV's through our E-mail address [admin@caritastorit.org](mailto:admin@caritastorit.org) indicating in the subject line the Post Title. Hand written applications can also be delivered at Magwi PHCC office at Magwi town.
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## VACANCY ANNOUNCEMENT

<b>Post Title:</b>	<b>Driver</b>
<b>Number of Vacancies:</b>	One (1)
<b>Duty Station:</b>	Magwi PHCC – Magwi County
<b>Contract lengths:</b>	From 1 <sup>st</sup> April to 31 <sup>st</sup> December 2017
<b>Reports to:</b>	Clinical Officer In charge



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### **SPECIFIC RESPONSIBILITIES**

- Drives vehicle safely for the transport of staff and authorized personnel.



- Takes care of the day to day maintenance of the assigned vehicle, check oil, water, battery, brakes, car tyres, and fire extinguisher.
- Always ensure the vehicle is in a legal and roadworthy condition.
- Performs minor repairs and arrange for other repairs.
- Liaises with logistic officer and advice the office on the purchase of relevant spare parts.
- Maintain the log book (mileage register) for all journeys.
- Ensures that the steps required by government of South Sudan rules and regulations are taken in case of involvement in an accident.
- Performs any other logistic, transport, and technical services as may be required or assigned.
- Administers first aid as needed while at work.
- Perform any other duties assigned by either logistics officer or facility in charge

#### **General duties**

- Participates in morning briefings and any other staff meeting
- Participates in any activity attracting team work in the facility and in the field
- Reports any security threat to Clinical Officer in charge
- Liaise with the Clinical Officer in charge for responses regarding the project to any third party.

#### **Reporting channel**

- The incumbent reports directly to the Clinical Officer In charge or whoever is assigned in that capacity in his/her absence.

#### ***Required Qualifications, Experience & Competencies***

- Certificate in driving from a recognized institution
- Must have South Sudanese driving license
- Basic knowledge of vehicle mechanics.
- Minimum of 3 years of progressive driving experience in an NGO.
- Good knowledge of the area and the current condition of the roads and high ways in South Sudan.
- Ability to apply good judgment in the context of assignments given.
- Good English communication skills both spoken and written.
- Knowledge of Arabic and Madi languages is an added advantage.
- High sense of responsibility and operate in accordance with road and safety regulations and rules.

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## VACANCY ANNOUNCEMENT

**Post Title:** EPI Vaccinator  
**Number of Vacancies:** One (1)  
**Duty Station:** Magwi PHCC- Magwi County  
**Contract lengths:** From 1<sup>st</sup> April to 31<sup>st</sup> December 2017  
**Reports to:** Clinical Officer In charge



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## MAJOR RESPONSIBILITIES:

- Administers vaccines in accordance with the ministry of Health Republic of South Sudan EPI program.
- Participates in outreach immunization activities
- Participates in national Immunization campaigns
- Monitors and maintains standard Cold Chain Practices and Management at the facility
- Participates in Under five growth monitoring of children
- Administers Vitamin A, Deworming and Micronutrients to under five appropriately
- Offers Tetanus Toxoid Vaccine to Pregnant women and women of child bearing age
- Administers Tetanus toxoid vaccines to injured patients when prescribed by the clinician.
- Participates in routine health education particularly in Immunization, Growth Monitoring, Vitamin Supplementation and Tetanus Vaccinations for pregnant women and women of child bearing age
- Tallies the vaccines administered
- Compiles weekly, Monthly reports
- Participates in Vaccination promotion activities
- Addresses cultural myths about vaccination to patients' attendants and communities during outreach.
- Directs, reports and refers Vaccination reactions/side effects promptly.
- Issues and fills the child health card appropriately.
- Participates in continuous professional developments
- Participates in departmental meetings and general hospital meetings.

## *Required Qualifications, Experience & Competencies*

- Diploma in Nursing from a recognized institution
- Additional training on EPI is an added advantage
- 1-2 years working experience in the same capacity
- Team player with excellent communication skills
- Commands respect and guidance among peers.

## Application Procedure:

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## VACANCY ANNOUNCEMENT

**Post Title:** Traditional Birth Attendant (TBA)  
**Number of Vacancies:** One (1)  
**Duty Station:** Magwi PHCC- Magwi County  
**Contract lengths:** From 1<sup>st</sup> April to 31<sup>st</sup> December 2017  
**Reports to:** Clinical Officer In charge



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## MAJOR RESPONSIBILITIES:

- Conducts health education in the facility and the community
- Assists in identifying mothers at risk and referring them accordingly
- Refers pregnant women to deliver in the facility
- Assists the midwife in conducting deliveries in the facility and community
- Provides psychosocial support to mothers and their clients at the facility and the community
- Encourages breast feeding in the facility and community
- Follows up clients who have defaulted from ANC at the clinic.
- Makes home visits for post natal clients.
- Participates in outreaches
- Participates in marking calendar events (immunization campaigns, breast feeding days)

## Required Qualifications, Experience & Competencies

- Ability to read and write basic Arabic, English
- Familiar to the area of operation
- 1-2 years working experience in the same capacity.
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## Application Procedure:

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## VACANCY ANNOUNCEMENT



**Post Title:** Guard  
**Number of Vacancies:** One (1)  
**Duty Station:** Magwi PHCC- Magwi County  
**Contract lengths:** From 1<sup>st</sup> April to 31<sup>st</sup> December 2017  
**Reports to:** Clinical Officer In charge

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## MAJOR RESPONSIBILITIES:

- Keep and control the access to the facility
- Receives people, automobiles, etc. into the facility
- Control patients/visitors/animals and staff movements into/out of the hospital gates
- Cross check and ensure facility assets are safe and protected from damage/theft.
- Conduct patrols in the facility to control loitering individuals in the facility compound.
- Report suspicious individuals to the administration.
- Participates in Departmental and general hospital meetings
- Operate basic machinery in the facility (Generator, alarm systems)

## Skills:

- Basic security skill/self – defense
- Watchful and vigilant
- Sobriety at work
- Physically fit and emotional stability.

## *Required Qualifications, Experience & Competencies*

- Certificate in Primary education
- Previous experience in a reputable firm/organization in the same capacity.
- Multi-linguistic particularly local languages, English,
- Ability to operate basic security tools.
- Knowledge of motorcycling/driving is an added advantage

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## VACANCY ANNOUNCEMENT ADVERTISEMENT

<b>Post Title:</b>	<b>Cleaner</b>
<b>Number of Vacancies:</b>	One (1)
<b>Duty Station:</b>	Magwi PHCC- Magwi County
<b>Contract lengths:</b>	From 1 <sup>st</sup> April to 31 <sup>st</sup> December 2017
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## **MAJOR RESPONSIBILITIES:**

- Maintains the PHCC premises clean, safe and hygienic.
- Offers patients with health education on personal hygiene
- Washes linens and equipments used in various departments
- Ensures all hospital bed nets, bed covers are spread and clean
- Cleans the compound and utilities
- Reports damages of the facility departments to the in charge.
- Assists assisting patients in need of help in the wards

## **Skills:**

- Tolerant
- Respectful
- Culturally sensitive
- Ability to work in stressful conditions.

## ***Required Qualifications, Experience & Competencies***

- Ability to read and write basic Arabic, English
- Familiar to the area of operation
- Sound health status.

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