

## VACANCY ANNOUNCEMENT

**Post Title:** Pharmacist Assistant  
**Number of Vacancies:** One (1)  
**Duty Station:** St. Theresa Mission Hospital Isohe  
**Contract lengths:** From 1<sup>st</sup> May 2018 to 31<sup>st</sup> July 2018 (Renewable)  
**Reports to:** Pharmacy Technologist/Medical Superintendent

### Organizational background

Caritas Torit South Sudan is a Social Development Wing of the Catholic Diocese of Torit. Its overall goal is to build a peaceful and reconciled society through integral human development. Caritas Torit South Sudan covers all the 8 (Eight) Counties of Torit State and Kapoeta 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 South Sudan (CTSS), for over a decade with funding to support basic health care services. The most recent program phase 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 former 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.

Foundation Caritas Luxembourg (FCL) and Caritas Torit have since 2006, a common background in collaboration in implementing projects especially in Eastern Equatoria State (EES) in the areas of Water, Hygiene and Sanitation, Education (Vocational Training inclusive), Women Empowerment, Justice and Peace, Community Empowerment, Capacity Building for Non-State Actors, Health and Food Security (Veterinary & Emergency inclusive). The recent successfully implemented food security program was in ISOHE, Ikwoto County, and Torit State which has served to strengthen the foundation for food security improvement in the project area.

In 2016 Caritas Torit solicited funds from Foundation Caritas Luxembourg (FCL) for "**rehabilitation of health and nutrition services in Kapoeta South- South Sudan**". The objective of the project is to contribute to reduction of morbidity and mortality due to chronic obstetric and surgical conditions and improve the general health status as well as the quality of life of the people of Kapoeta South County.



## MAJOR RESPONSIBILITIES:

The overall objective is to provide safe, effective and curative health services, targeting the most important causes of common illnesses, morbidity and mortality rate among the target population.

## Duties/Tasks/Responsibilities

Under direct supervision of the Pharmacist Technologist the Pharmacist Assistant, will perform the following duties:

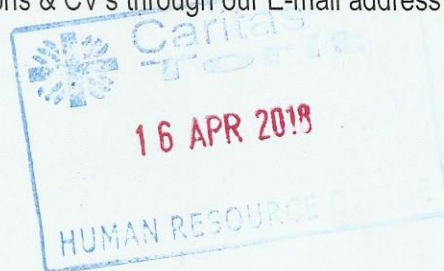
- Dispenses medicines to patients
- Educates patients on adherence to medicines in outpatients
- Ensures clinicians' prescription are rationale and rational use of medicines is performed.
- Supports HIV/TB/leprosy patients drug compliance, adherence and treatment education
- Assist the pharmacy technologist with receiving medicines, storage, stock keeping and releasing to the departments when assigned to do so.
- Ensures all dispensing units have and use the Ministry of Health dispensing registers.
- Records in the dispensing registers appropriately
- Supports the storekeeper with technical advice on store management
- Maintains dispensing units clean and tidy
- Participates in continuous professional developments
- Participates in departmental and general health facility meetings
- Can act as the pharmacy in-charge when delegated to do so in absence of the technologist.

## Essential Qualifications

- Certificate of Enrolled Nursing.
- At least 2 Years of working experience as a nurse in a pharmacy.
- Fluent in English (both written & spoken). Juba Arabic is an advantage.
- Good knowledge in Microsoft Word and Excel.
- Demonstrated mood stability, tolerance and impartiality.
- Ability to work under pressure and multitask in unstable security environments.
- Culturally sensitive.

## Application Procedure:

- ✓ Application letter, comprehensive CVs, **MUST** be received at CARITAS TORIT South Sudan/ CATHOLIC DIOCESE OF TORIT Human Resources office along Torit – Katire Road; not later than **Monday 24rd April 2018 at 5pm**. Applicants are encouraged to submit their applications & CV's through our E-mail address [hr@caritastorit.org](mailto:hr@caritastorit.org) indicating in the subject line the Post Title.
- ✓ Female candidates are highly encouraged to apply
- ✓ Preference will be given to South Sudanese



**Caritas Torit is an Equal Opportunity Employer. Only shortlisted candidates will be contacted for interviews.**

**Canvassing will lead to automatic disqualification**



Approved:



## VACANCY ANNOUNCEMENT

**Post Title:** Anesthesia Technician  
**Number of Vacancies:** One (1)  
**Duty Station:** St. Theresa Mission Hospital Isohe  
**Contract lengths:** From 1<sup>st</sup> May 2018 to 31<sup>st</sup> July 2018 (Renewable)  
**Reports to:** Medical Superintendent

### Organizational background

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## **MAJOR RESPONSIBILITIES:**

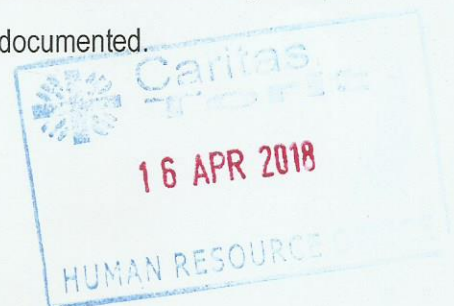
The overall objective is to provide safe, effective and curative health services, targeting the most important causes of common illnesses, morbidity and mortality rate among the target population.

### ***Duties/Tasks/Responsibilities***

- Performs Pre-operative patients assessment
- Offers pre-operative instructions to patients and nurses
- Administers preoperative medicines
- Provides emotional support to pre and post-operative patients
- Offers analgesics to patients intra and postoperatively
- Supports nurses to transfer patients into and out of the operating theatre
- Administer anesthesia- Local, local regional like spinal and General anesthesia to patients
- Monitors all anaesthetized patients in the operative room
- Provides postoperative patients monitoring and care
- Helps the surgeons with appropriate patient positions
- Maintains anesthetic machines and equipment is safe, functional states
- Offers technical support to the health facility administration on the needs of anesthesia unit.
- Supports the nurses, midwives and clinicians with acute management of patients like resuscitations, monitoring, difficult cannulation, central venous access and airway support.
- Participates in departmental and general health facility meetings
- Prepares and maintains health facility critical care rooms- High dependent/ intensive care units
- Ensure proper use, and control of opioids analgesics as guided by the health facility pharmacists
- Supports the nursing unit with nursing work when needed.
- Performs ordering of anesthetic supplies form the pharmacy through the approval of the medical superintendent

### ***Operations:***

- Provide close technical support for the staff working under her/his supervision.
- Ensure compliance on the usage of supplies and assets in accordance with donor regulations;
- Ensure monthly inventory of theatre supplies is conducted and documented.
- Request, manage and account for resources for anesthesia.
- Ensure sterility of equipment and procedures in theatre
- Conduct on job training.



### ***Communication, Representation and Reporting:***



- Ensure proper and timely reporting of departmental activities.
- Attend Head of Department meetings as scheduled by the in charge.

### **Human Resources**

- Direct supervisor of all the staff in theatre

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

- Degree in Anesthesiology or Diploma in Clinical medicine with advanced training in Anesthesia
- Registered with the relevant professional body.
- At least 2 years working experience
- Experience in working with NGO is desirable.
- Demonstrated report writing skills –Fluency in English is a **MUST** and knowledge of Arabic is an added advantage.
- Ability to work under pressure and multitask in unstable security environments.
- Culturally sensitive.

### **Application Procedure:**

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## VACANCY ANNOUNCEMENT

**Post Title:** Certified Nurse  
**Number of Vacancies:** One (1)  
**Duty Station:** St. Theresa Mission Hospital Isohe  
**Contract lengths:** From 1<sup>st</sup> May 2018 to 31<sup>st</sup> July 2018 (Renewable)  
**Reports to:** Medical Superintendent

### Organizational background

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In 2016 Caritas Torit solicited funds from Foundation Caritas Luxembourg (FCL) for "**rehabilitation of health and nutrition services in Kapoeta South- South Sudan**". The objective of the project is to contribute to reduction of morbidity and mortality due to chronic obstetric and surgical conditions and improve the general health status as well as the quality of life of the people of Kapoeta South County.



## MAJOR RESPONSIBILITIES:

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### *Duties/Tasks/Responsibilities*

Under direct supervision of the hospital Senior Nursing Officer/Matron, Clinical Officers & the Medical Superintendent, the incumbent will perform the following duties:

- Provide essential quality nursing care to all patients in the outpatient and inpatient departments, ensuring all patients receive their treatment at the right time, right dose and through the right route.
- Carry out all nursing tasks in line with MoH RSS guidelines and protocols.
- Observing and recording the condition of patients.
- Checking and administering drugs and injections.
- Setting up drips and blood transfusions.
- Carrying out routine investigations.
- Helps patients with feeding, especially bedridden patients.
- Responding quickly to emergencies.
- Communicating with and relieving the anxiety of patients and their relatives.
- Educating patients about their health.
- Organizing staff and prioritizing busy workloads.
- Maintaining patient records. •
- Promoting good ethical standards, related to consent and confidentiality.
- Implementing plans through tasks such as preparing patients for operations, wound treatment and monitoring pulse, blood pressure and temperature.
- Assist the hospital Matron in preparation of patients and other medical supplies ready for ward rounds.
- Register health data and prepare weekly and monthly reports as needed.
- Performs any other duty as assigned by the supervisor.
- Ability to relate to the public regardless of racial, ethnic, religious and economic status.

### Essential Qualifications

- Certificate of Enrolled Nursing.
- At least 2 Years of working experience as a nurse with NGO is desirable.
- Fluent in English (both written & spoken). Juba Arabic is an advantage.



- Good knowledge in Microsoft Word and Excel.
- Demonstrated mood stability, tolerance and impartiality.
- Ability to work under pressure and multitask in unstable security environments.
- Culturally sensitive.

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**Caritas  
Torit**

Approved: *[Signature]*  
 17/4/2018  
 17 APR 2018  
 TORIT STATE



Caritas Torit/Catholic Diocese of Torit, P.O. Box 12345, Torit, South Sudan. E: info@caritastorit.org

### VACANCY ANNOUNCEMENT

**Post Title:** Clinical Officer  
**Number of Vacancies:** One (1)  
**Duty Station:** St. Theresa Mission Hospital Isohe  
**Contract lengths:** From 1<sup>st</sup> May 2018 to 31<sup>st</sup> July 2018 (Renewable)  
**Reports to:** Medical Superintendent

#### Organizational background

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#### **MAJOR RESPONSIBILITIES:**

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#### **Duties/Tasks/Responsibilities**

- Conducts clinical consultations in outpatients department
- Review patients and perform rationale prescription in accordance to South Sudan ministry of Health guidelines.
- Participate in minor surgical procedures.

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 HUMAN RESOURCE



- Offering health education to patients.
- Referral of cases to medical officers Providing guidance and knowledge to juniors
- Ensures professional ethics and good team work spirit among the staffs
- Occasionally participation in outreach activities
- Clinical care of special categories of patients
- Identify and report promptly any notifiable diseases in consultation with medical officers/colleagues.
- Takes initiative and creates better patients management in outpatient departments.
- Participate in department and general meetings.
- Plans for the needs of the outpatient department.

**Reporting:**

- Participates in generation and compilation of weekly, monthly and quarterly reports from his or her departments.

**Required Qualifications, Experience & Competencies**

- Diploma in clinical medicine, Surgery, public health or related field.
- 3 years of relevant field work experience. Experience working in a reputable setup (NGO) is desirable
- Strong team player experience
- Fluency in English and knowledge of Local Arabic is an added advantage.
- Ability to work under pressure and multitask in unstable security environments.
- Culturally sensitive.
- Familiar with Health System in South Sudan
- Computer literacy- Microsoft Word, Microsoft Excel, power point, and Access.
- This position is preferably for South Sudanese nationals

**Application Procedure:**

- ✓ Hand written application letter and CV, MUST be received at Caritas Torit South Sudan/ Catholic Diocese of Torit, Human Resources office along Torit – Katire Road not later than **24rd April 2018 at 5pm**. Applicants are also encouraged to submit their applications & CV's through our E-mail address [hr@caritastorit.org](mailto:hr@caritastorit.org) indicating in the subject line the Post applied for.
- ✓ NB: **Only short listed candidates will be contacted.** Due to the urgency of this position, CARITAS TORIT South Sudan reserves the right to fill this position prior to the closing date. Any application received later than the deadline will not be considered.
- ✓ **Qualified Female applicants are encouraged to apply**

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Caritas Torit/Catholic Diocese of Torit, Mission Road e-mail: [info@caritastorit.org](mailto:info@caritastorit.org)

