



Caritas Torit/Catholic Diocese of Torit, Mission Road Cell +21123037099 info@caritastorit.org

VACANCY ANNOUNCEMENT

Post Title: Surgeon
Number of Vacancies: One (1)
Duty Station: Kapoeta Mission Hospital – Kapoeta South County, South Sudan
Contract length: March-December 2017- 10 months (renewable)
Reports to: Health Coordinator

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.

Majority of the funding for the Health services comes from Misereor/KZE which has been supporting CDOT, through Caritas Torit (CT), for over a decade now.

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In 2014 Caritas Torit lobbied for funds from Fondation Caritas Luxembourg (FCL) and Caritas Switzerland to improve food and nutrition security of the communities through the implementation of the projects “Rehabilitation of Agriculture Activities for Food Security and Sustainable Livelihoods in Palotaka Magwi County and Nutrition Program in Akil Centre Ikwoto County, Imotong State – South Sudan”.

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MAJOR RESPONSIBILITIES:

- Conduct assessment of patients/cases that require surgery
- Manage, plan and schedule the surgery procedures for the week and document. Copies of the surgery list to be shared with coordination office.
- Ensure that the theater is well prepared, equipped with surgical instruments required for the surgery available before any procedure (s).
- Provide all the information and risks associated with the surgery to the patient and relatives.
- Conduct surgical ward rounds, to ensure that all surgical patients are well managed with good patient history management profile.
- Prescribe pre-operative and post-operative treatments and procedures, such as sedatives, diets, antibiotics, and preparation and treatment of the patient's daily management.
- Have good skills to use the surgical instruments and examine instruments, equipment, and operating room to ensure sterility.
- Liaising with other departments especially lab and pharmacy for timely investigations and dispensing of drugs.
- Provide consultation and surgical assistance to the hospital medical team
- Have good tolerance levels, since; he/she may be expecting to undergo longer hours than scheduled.
- Refer patient with more complications for further medical or other practitioners when necessary.
- Demonstrate leadership skills, good decision-making power and ready to work in emergency situations under tremendous pressure.

Key Responsibilities:

- Ensure that service provision is in line with National guidelines.
- Maintain accurate and up to date health profile of Caritas Torit in the State and County respectively
- Initiate and support technical evaluations, surveys and situation analysis as required.

Operations:

- In charge of overall capacity development of staff in line with clinical and training protocol/ guidelines
- Overall responsible for technical advice on commodities, drugs and hospital supplies;
- Provide close technical support in expanding surgical services in the Hospital.
- Ensure compliance on the usage of supplies and assets in accordance with donor regulations;
- Make appraisals for staff in the hospital.
- Participate in formulating and updating existing Health policies for Caritas Torit.
- Ensure monthly inventory of both theatres is conducted and documented.
- Make orders for supplies and equipment required in good time.

Finance and Grant Management

- Liaise with the Health Coordinator to ensure budget spending according to approved budgets
- Liaise with the hospital administrator to account for cash advanced to the hospital
- Oversee, authorize cash expenditures and cost sharing fees.

Communication Representation and Reporting

- Represent (or delegate) Caritas Torit in Inter-agency Coordination and Technical meetings in the State and County.



- Enhance Coordination and working relationship with the State Ministry of Health and County Health Department (CHD).
- Keep the Caritas Torit senior management team updated on all developments in the field.
- Lead and facilitate donor visits and other missions.
- Ensure proper and timely reporting of Health activities.

Human Resources

- Direct supervisor of all the staff in the hospital
- Suggest and recommend staffing needs at the hospital to the Coordination office for consideration and action.
- Directly responsible for recommendation of Caritas Torit staff health and medical evacuations.
- Guide staff to operate within their mandates and technical abilities

Required Qualifications, Experience & Competencies

- Bachelor Degree in Medicine with specialization in Surgery - *Orthopedic and Obstetric emergencies.*
- 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:

- ✓ Application letter, comprehensive CVs, **MUST** be received at CARITAS TORIT/ CATHOLIC DIOCESE OF TORIT Human Resources office along Mission Road, Torit EES; not later than **Monday 27th March 2017 at 5pm.** Applicants are encouraged to submit their applications & CV's through our E-mail address **admin@caritastorit.org** indicating in the subject line the Post Title.
- ✓ Female candidates are highly encouraged to apply
- ✓ Preference will be given to South Sudanese
- ✓ International allowances are not available for this position.

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

Canvassing will lead to automatic disqualification

Caritas Torit Catholic Diocese of Torit Mission Road e-mail: info@caritastorit.org





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VACANCY ANNOUNCEMENT

Post Title: X- ray & Ultrasound Technician
Number of Vacancies: One (1)
Duty Station: Kapoeta Mission Hospital – Kapoeta South County, South Sudan
Contract length: April-December 2017- 9 months (renewable)
Reports to: Medical 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.

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In 2016 Caritas Torit solicited funds from Fondation 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 X-Ray/Ultrasound Technician will be in charge of operating the X-Ray Machine and the Ultrasound and work in close collaboration with the Clinicians working at Kapoeta Mission Hospital to provide support in diagnostic findings
- Performs diagnostic procedures on patients to meet the established practice parameters and standards of care.
- Keep an updated inventory of equipment / processing chemicals and drugs and prepare weekly orders.
- Maintain equipment and develop a schedule for regular maintenance - report needs for repair.
- Ensure correct storage of chemicals and equipment
- Perform plain X-rays as ordered; ensuring patient is not exposed to unnecessary radiation.
- Perform fluoroscopy's (barium meals Urography examinations)
- Perform Ultrasound investigations
- Works as a member of the health care team including physicians, nurses and other health care professionals in diagnostic testing procedures
- Adheres to medical and surgical asepsis and standard precautions as required per procedure
- Transports patients as required, processes images and maintains proper inventory of supplies.
- Ensure efficient and safe usage of medical equipment at the Hospital
- Register all patients.

Operations:

- Ensure compliance on the usage of supplies and assets in accordance with donor regulations;
- Make orders for supplies and equipment required in good time.

Communication Representation and Reporting:

- Ensure proper and timely reporting of activities in the department.

Required Qualifications, Experience & Competencies

- Bachelor Degree or Diploma in Radiography/Ultrasonography
- 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.
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VACANCY ANNOUNCEMENT

Post Title: Anesthetic Technician
Number of Vacancies: One (1)
Duty Station: Kapoeta Mission Hospital – Kapoeta South County, South Sudan
Contract length: April-December 2017- 9 months (renewable)
Reports to: Medical Officer In charge.

Organizational background

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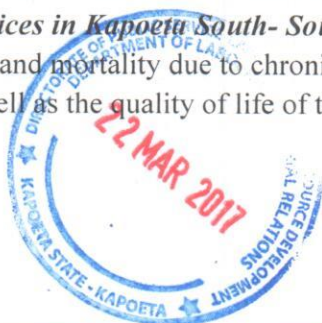
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MAJOR RESPONSIBILITIES:

- Performs Pre-operative patient assessment
- Offers pre-operative instructions to patients and nurses
- Administers preoperative medicines
- Provides emotional support to pre and post-operative patients
- Offer analgesics to patients intra and post operatively
- Support 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
- Help the surgeons to position patients appropriately.
- Maintain anesthetic machines and equipment is safe, functional state
- Offers technical support to the hospital 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.
- Prepares and maintains hospital critical care rooms- High dependent/ intensive care units
- Ensure proper use, and control of opioids analgesics as guided by the hospital pharmacist
- Performs ordering of anesthetic supplies form the pharmacy through the approval of the medical superintendent
- Maintain anesthetic equipment and identify and report any malfunction of equipment.

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 equipments 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.

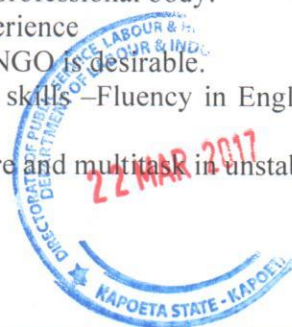
Human Resources

- 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.
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VACANCY ANNOUNCEMENT

Post Title: Nutrition Nurse
Number of Vacancies: One (1)
Duty Station: Kapoeta Mission Hospital – Kapoeta South County, South Sudan
Contract length: April-December 2017- 9 months (renewable)
Reports to: Medical Officer in charge

Organizational background

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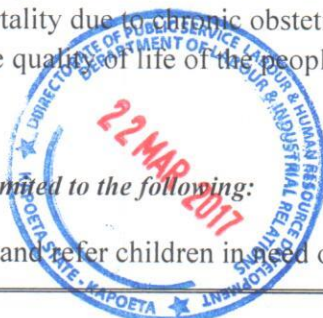
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Specific duties include but are not limited to the following:

- Conduct nutrition screening and refer children in need of nutrition interventions



- Conduct health education on nutrition and good hygiene practices in the hospital and in the community
- Participate in production and distribution of weaning products (Soya milk)
- Organize and support nutrition education sessions
- Participate in marking Nutrition related calendar events (WBW, NIDS)
- Organize and conduct trainings for growth monitoring volunteers and lead mothers.
- Participate in ward rounds with the doctor/Clinical Officer
- Conduct Nutrition counseling for patients with special conditions (Diabetes, HIV, TB, Cancer etc.)

Communication Representation and Reporting:

- Generate weekly and monthly reports and submit them to the in charge.
- Conduct on job training for the team on use of nutrition data tools.
- Document challenges, best practices, lessons learnt and suggestions on how to improve the project.

Required Qualifications, Experience & Competencies

- A Bachelor of Science degree in Nursing with advanced training in Nutrition and dietetics/ or Diploma in nursing and advanced training in Nutrition.
- Additional training and experience in IYCF, BFHI, CTC.
- Experience with NGO's is a considerable advantage
- Demonstrable practical field experience in food and nutrition programs, including experience of humanitarian relief work
- Proven experience in implementing therapeutic and supplementary feeding programs
- Proven experience in provision of nutrition counseling in HIV, maternal and child nutrition etc.
- At least 3years Experience in this field is desirable.
- Good oral and written skills in English
- Assessment, analytical and planning skills with ability to meet deadlines and work to set time schedules
- Proven record of training skills
- Ability to supervise staff.

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VACANCY ANNOUNCEMENT

Post Title: Community Health Worker (CHW)
Number of Vacancies: One (1)
Duty Station: Kapoeta Mission Hospital – Kapoeta South County, South Sudan
Contract length: April-December 2017- 9 months (renewable)
Reports to: Medical Officer in charge

Organizational background

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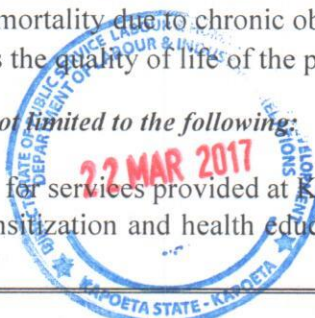
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Specific duties include but are not limited to the following:

- Mobilize the community for services provided at Kapoeta Mission Hospital.
- Organize community sensitization and health education and hygiene promotion sessions facilitated by the hospital team.



- Perform cloud control while technical session is ongoing.
- Liaise with the community to have a feedback on the services provided by Kapoeta Mission Hospital.
- Collaborate with other stakeholders conducting community mobilization in the Payam
- Liaise with the team leader to plan for the community activities
- Translate technical information in the local languages
- Keep records of the planned and completed activities
- Participate in calendar events in the Payam and Hospital.

Required Qualifications, Experience & Competencies

- Diploma or Certificate in Community development or Community Health from a recognized institution.
- At least 2 years' working experience in this field is desirable.
- Experience with NGO's is a considerable advantage
- Good oral and written skills in English and Arabic

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VACANCY ANNOUNCEMENT

Post Title: Driver
Number of Vacancies: One (1)
Duty Station: Kapoeta Mission Hospital – Kapoeta South County, South Sudan
Contract length: March-December 2017- 10 months (renewable)
Reports to: Hospital Administrator

Organizational background

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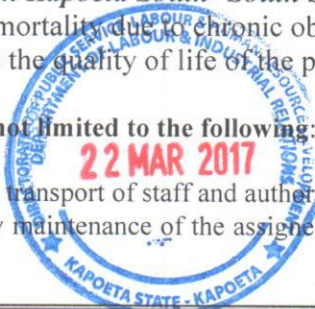
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Specific duties include but are not limited to the following:

- Drive vehicle safely for the transport of staff and authorized personnel.
- Take 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.
- Perform minor repairs and arrange for other repairs.
- Liaise with logistic officer and advise the office on the purchase of relevant spare parts.
- Maintain the log book (mileage register) for all journeys.
- Ensure that the steps required by government of South Sudan rules and regulations are taken in case of involvement in an accident.
- Perform any other logistic, transport, and technical services as may be required or assigned.
- Administer first aid as needed while at work.
- Perform any other duties assigned by either logistics officer or facility in charge

General duties

- Participate in morning briefings and any other staff meeting
- Participate in any activity attracting team work in the facility and in the field
- Report any security threat to the Hospital Administrator
- Liaise with the Hospital Administrator for responses regarding the project to any third party.

Reporting channel

- The incumbent reports directly to the Hospital administrator 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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