



THE REPUBLIC OF SOUTH SUDAN  
STATE MINISTRY OF HEALTH  
GOK STATE-CUEIBET  
OFFICE OF DIRECTOR GENERAL



### VACANCY ANNOUNCEMENT

**ORGANIZATION: STATE MINISTRY OF HEALTH GOK STATE IN COLLABORATION WITH CUAMM DOCTOR WITH AFRICA**

**LOCATION: CUEIBET STATE HOSPITAL**

**DATE: 14/08/2018**

Gok State - Ministry of Health (SMOH) - in collaboration with the NGO Doctors with Africa CUAMM, works with local communities and authorities in order to strengthen and develop the healthcare systems and to improve the accessibility to quality preventative and curative services.

The SMOH is currently focusing on strengthening and scale up the services for in patients and OPD in Cueibet State Hospital, through provision of good services and commitment of the personnel.

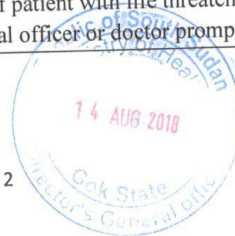
State Ministry of Health - in collaboration with the NGO Doctors with Africa CUAMM, is currently seeking to recruit qualified staff in the following positions mentioned below:

1. **Registered Nurse for Cueibet Hospital (1 position).**
2. **Enrolled Nurse for Cueibet Hospital (2 positions)**

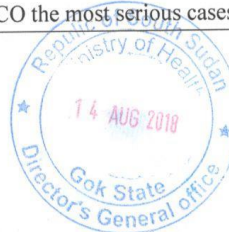


**1. REGISTERED NURSE (1 positions)**

<b>JOB PURPOSE</b>	The registered nurse works to promote good health and prevent illnesses. S/he is responsible for safety, treatment and recovery of ill and injured people, in various health care situations
<b>SUPERVISION CHAIN</b>	The registered nurse reports to the Hospital Matron
<b>DUTY TIME</b>	From 8 am to 5pm from Monday to Friday and Saturday from 8 am to 2 pm
<b>FOR ANY OTHER MATTER NOT INCLUDED IN THIS JD, PLEASE REFER TO HOSPITAL RULES AND REGULATION 2018</b>	
<b>KEY RESPONSABILITIES</b>	<b>ACTIONS</b>
Care and treatment of ill, injured and disable persons as well as newborn babies, children and their mothers	<p>For the patients, admitted in the assigned department, to perform or to supervise the following activities:</p> <ul style="list-style-type: none"> <li>• Open an Hospital Admission Card and properly fill it in any part</li> <li>• Collect the recent medical history from the patient and from the co-patients.</li> <li>• Organize a bed or a place for the patient and avoid overcrowding of the working rooms.</li> <li>• Take Vital Signs, and report them on the chart</li> <li>• Performing rapid diagnostic test for malaria and other appropriate disease conditions according with the recent medical history</li> <li>• Performing Hb or glycaemia according with the indications of the clinical officer or doctor</li> <li>• Observe the patient and in case of any dangerous sign, call immediately for doctor on duty.</li> <li>• In case of patient with life threatening situation and no clinical officer or doctor promptly available, you</li> </ul>



	<p>are allowed to give him first aid treatment.</p> <ul style="list-style-type: none"> <li>• Before any surgical intervention: insert an intravenous. line, perform bladder catheterization, shave the abdominal wall and dress him with a clean gown.</li> <li>• Teach patients how to use latrine and bathrooms.</li> <li>• Instruct the patient about the rubbish collection</li> <li>• Take weight and, if indicated, MUAC and height of any admitted and discharged patient and regularly the weight of malnourished children or adult with serious diseases according with the indications from the doctor or the clinical officer.</li> <li>• Educate the patient or his/her relative about feeding and how to prepare feeding supply (ex: milk)</li> <li>• If prescribed by doctor feed the patient through nasogastric tube.</li> <li>• Dress simple wounds, respecting the steps of aseptic techniques</li> <li>• Call doctors in case of complicated wounds-injuries</li> <li>• Assist doctors during dressing or management of wound</li> </ul>
<p><b>Be responsible of the waste disposal management and supervise the listed activities</b></p>	<ul style="list-style-type: none"> <li>• Daily cleaning of your duty room: trolley, trays, drugs cupboard, tables and examination coach.</li> <li>• Tidy up the duty room at the end of your duty.</li> <li>• Select the waste according to the hospital disposal rules</li> <li>• Clean and disinfect all the used instruments at the end of every shift.</li> <li>• Remove the empty IV bottles and giving sets from the stands</li> </ul>
<p><b>Assist the doctor's work</b></p>	<ul style="list-style-type: none"> <li>• Be ready on time when Doctor/CO checks the patients</li> <li>• Indicate to Doctor/CO the most serious cases you</li> </ul>



	<p>have in the ward</p> <ul style="list-style-type: none"> <li>• Translate to foreign doctors during the round and also support the translation Assist Doctor/CO during any invasive procedure, including dressing</li> <li>• Collect blood or other specimen in time for any laboratory investigation required by doctors</li> <li>• Attach the result to the patient's admission card</li> </ul>
<b>Be responsible of the treatment to the admitted patients and /or supervise the listed activities</b>	<ul style="list-style-type: none"> <li>• Check the drugs' cupboards with your colleague at the beginning and at the end of your duty and, if something is missing, report promptly to your supervisor</li> <li>• Give the prescribed treatment according to the therapy form (type, date, time, route) and according with the condition of the patient (bedridden or not)</li> <li>• Supervise the regular administration of intensive and supplementary feeding,</li> <li>• Tick the treatment given</li> <li>• At the end of your duty report any not given treatment and the reason</li> </ul>
<b>Keep records and report accurate and detailed</b>	<ul style="list-style-type: none"> <li>• Record and fill the admission ward book at any admission.</li> <li>• Prepare on time a complete report of your duty shift and write it down in the proper book.</li> <li>• Keeping high the confidentiality of each action above implemented in the different key responsibilities areas</li> </ul>
<b>Participation to Wards Meeting and Hospital General Meeting</b>	<ul style="list-style-type: none"> <li>• Attend the meetings</li> <li>• Any other duty assigned by you supervisor from time to time</li> </ul>
<b>Administrative duty</b>	<ul style="list-style-type: none"> <li>• To take charge as the lead nurse in the general ward or other wards</li> <li>• Make supervision of other nurses, cleaners and clerks in the ward</li> </ul>



	<ul style="list-style-type: none"> <li>• Design monthly duty plan and ensure subordinate staff attends duty throughout the month</li> <li>• Hold responsible staff who miss duty by promptly reporting to the disciplinary committee</li> <li>• Ensure staff rearrangement to cover duty when one or more staff member is sick or on annual leave</li> </ul>
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**Qualification Requirements**

- Diploma in Register Nursing from a recognized Health Training Institute.
- Certificate in Comprehensive register nurse from a recognized Institute
- Professional technical experience, with work experience in Hospital setting.
- Good knowledge of MoH procedures and guidelines for Hospital, PHCC in South Sudan
- Fluent English is a must
- Good communication skills in Dinka or Arabic is an advantage
- Experience in preparation of health reports





**2. CERTIFIED NURSE (2 Positions)**

<b>JOB PURPOSE</b>	The nurse works to promote good health and prevent illnesses. He is in charge for safety, treatment and recovery of ill and injured people, in various health care situations
<b>SUPERVISION CHAIN</b>	The nurse reports to the department in charge
<b>DUTY TIME</b>	From 8 am to 5 pm from Monday to Friday and Saturday from 8 am to 2 pm
<b>FOR ANY OTHER MATTER NOT INCLUDED IN THIS JD, PLEASE REFER TO HOSPITAL RULES AND REGULATION 2018</b>	
<b>KEY RESPONSABILITIES</b>	<b>ACTIONS</b>
Take care and treat of ill, injured and disable person as well as newborn babies, children and their mothers	<p>For the patient admitted :</p> <ul style="list-style-type: none"> <li>• Open an Hospital Admission Card and properly fill it in any part</li> <li>• Collect the recent medical history from the patient and from the co-patients.</li> <li>• Organize a bed or a place for the patient and avoid overcrowding of the working rooms.</li> <li>• Take Vital Signs, and report them on the chart</li> <li>• Performing rapid test for malaria according with the recent medical history</li> <li>• Performing Hb or glycaemia according with the indications of the clinical officer or doctor</li> <li>• Observe the patient and in case of any dangerous sign, call immediately for doctor on duty.</li> <li>• In case of patient with life threatening situation and no clinical officer or doctor promptly available, you are allowed to give him first aid treatment.</li> <li>• Before any surgical intervention: take an i.v. line, perform bladder catheterization, shave the abdominal wall and dress</li> </ul>



	<p>him with a clean gown.</p> <ul style="list-style-type: none"> <li>• Teach patients how to use latrine and bathrooms.</li> <li>• Instruct the patient about the rubbish collection</li> <li>• Take weight and, if indicated, MUAC and height of any admitted and discharged patient and regularly the weight of malnourished children or adult with serious diseases according with the indications from the doctor or the clinical officer.</li> <li>• Educate the patient or his/her relative about feeding and how to prepare feeding supply (ex: milk)</li> <li>• If prescribed by doctor feed the patient through nasogastric tube.</li> <li>• Dress simple wounds, respecting the steps of aseptic techniques</li> <li>• Call doctors in case of complicated wounds-injuries</li> <li>• Assist doctors during dressing or management of wound</li> </ul>
<b>Be responsible of the waste disposal management</b>	<ul style="list-style-type: none"> <li>• Daily cleaning of your duty room: trolley, trays, drugs cupboard, tables and examination coach.</li> <li>• Tidy up the duty room at the end of your duty.</li> <li>• Select the waste according to the hospital disposal rules</li> <li>• Clean and disinfect all the used instruments at the end of every shift.</li> <li>• Remove the empty IV bottles and giving sets from the stands</li> </ul>
<b>Assist the doctor's work</b>	<ul style="list-style-type: none"> <li>• Be ready on time when Doctor/CO checks the patients</li> <li>• Indicate to Doctor/CO the most serious cases you have in the ward</li> <li>• Translate to foreign doctors during the round and also support the translation Assist Surgeon/CO during any invasive procedure, including dressing</li> <li>• Collect blood or other specimen in time for any laboratory investigation required by doctors</li> </ul>



	<ul style="list-style-type: none"> <li>• Attach the result to the patient's admission card</li> </ul>
<b>Be responsible of the treatment to the admitted patients</b>	<ul style="list-style-type: none"> <li>• Check the drugs' cupboards with your colleague at the beginning and at the end of your duty and, If something is missing, ask promptly to your supervisor</li> <li>• Give the prescribed treatment according to the therapy form (type, date, time, route) and according with the condition of the patient (bedridden or not)</li> <li>• Supervise the regular administration of intensive and supplementary feeding, including the formulas F75, F100 and Plumpy-Nut according with the prescription of the doctor in charge of the ward, the clinical office and nutritionist auxiliary nurse</li> <li>• Tick the treatment given</li> <li>• At the end of your duty report any not given treatment and the reason</li> </ul>
<b>Keep records and report accurate and detailed</b>	<ul style="list-style-type: none"> <li>• Record and fill the admission ward book at any admission.</li> <li>• Prepare on time a complete report of your duty shift and write it down in the proper book.</li> <li>• Keeping high the confidentiality of each action above implemented in the different key responsibilities areas</li> </ul>
<b>Participation to Wards Meeting and Hospital General Meeting</b>	<ul style="list-style-type: none"> <li>• Attend the meetings</li> <li>• Attending Weekly CME</li> </ul>

**Qualification Requirements**

- Certificate in nursing (trained for 2.5 years) from a recognized Institute.
- Good knowledge of MoH procedures and guidelines for Hospital, PHCC in South Sudan
- Fluent English is a must
- Good communication skills in Dinka or Arabic is an advantage





**How to Apply:**

Interested applicant should submit their cover letter, updated CV and photocopies of academic transcript and national ID including telephone contact.

You must arrange your documents in the following sequence and if not you will be disqualified:

- 1) **Cover Letter**
- 2) **CV**
- 3) **Copies of Certificates and National ID**

Please clearly indicate the position you are applying for

**Deadline for Submission is 6th September 2018**

Applications can be delivered to the Office Manager of State Ministry of Health found within Cueibet Hospital premises in a sealed envelope or by email to the following addresses;

[s.makoimalek@gmail.com](mailto:s.makoimalek@gmail.com)

[b.seghesio@cuamm.org](mailto:b.seghesio@cuamm.org)

[l.scali@cuamm.org](mailto:l.scali@cuamm.org)

**Note:**

1. ***Only Shortlisted candidates will be contacted for the interviews and all the photocopies are not returnable and will remain the property of State Ministry of Health.***

