

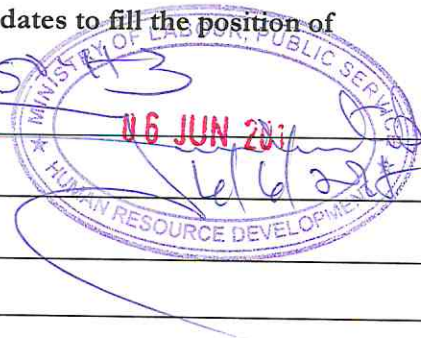


CARE South Sudan

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services and improving governance.

CARE South Sudan is looking for suitable South Sudanese candidates to fill the position of Medical Officer In-Charge.

Position:	Medical Officer - In-Charge
Department:	Health
Location:	Multiple
Reports to:	Area Manager
Provides supervision to:	Medical Officers-Head of departments, Assistant Anesthetist and Theatre attendants. Drug Store Keeper



Purpose of the position:

The role of the Medical Officer In-Charge is responsible for providing leadership at the Primary Health Care Centre plus in and other field sites. He/she will lead the overall clinical vision for the PHCC+ and provide clinical and administrative services for the PHCC+. This includes taking the lead for strategic and operational aspects of the PHCC+ ensuring that effort is made to secure resources and competent staff for the effective and efficient running of the PHCC+.

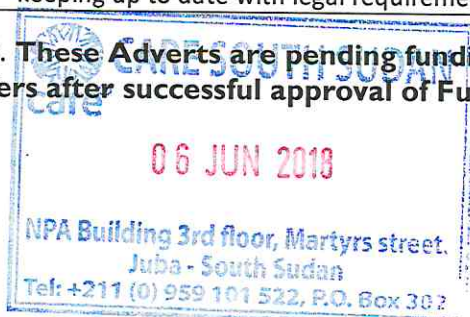
She/ He will work closely with the Area Manager, County Health Department and members of the medical staff to maintain a high quality of medical care and promote medical participation in furthering the mission of the organization

Major Responsibilities: (please define in output format – 1-10 things of what you expect to see as a result of this position)

NB. These Adverts are pending funding and successful candidates shall only receive offers after successful approval of Funding.

	Key Outputs/Responsibilities (Accountabilities and results)	Weight (%)
1.	<p>Contributing Towards Care South Sudan Strategic & Tactical Objectives)</p> <p>To ensure that CARE South Sudan Health Program is provided with the strategic, operational and technical support necessary to accomplish the Country Office and County strategic and operational objectives: Including but not limited to:</p> <ul style="list-style-type: none"> • As a senior member of the County Management Team, participating in strategic & operational planning, and contributing personal expertise in technical, people and physical resources management • Leading the health delivery planning for the PHCC+; but also assisting in country office strategic development of health initiatives and programs • Overseeing the work of the PHCC+ functions, ensuring that the following are managed well: Facility management, Asset, drugs and supplies management & Facility administration in addition to Medical Staff capacity building and management 	
2.	<p>Provides leadership and vision in the development/review of clinical guidelines, administrative procedures and processes</p> <p>To support the development/reviewing and implementation of policies and strategies that will ensure smooth running of the PHCC+ Administration and finances; devising ways to increase efficiency and effectiveness of the program and seeing to it that staff and resources are available for carrying out program work; and being aware of national and international requirements for managing a PHCC+. Including but not limited to:</p> <ul style="list-style-type: none"> • Being fully aware of national and international health care administration requirement, processes and procedures and ensuring they are applied • Being fully aware of CARE program management requirement, processes, and procedures for managing health outlets and ensuring they are applied • Participating in the development/reviewing of clinical information systems, electronic medical records and procedures to allow proper utilization of clinical data and feedback to health staff, CARE management and CHD regarding practices patterns and performances • Ensuring data from heads of department at the PHCC+ is collected, collated and computerized for reporting according to CARE, Ministry of Health and Donor requirements and submit to Accountable manager for reviewing and submission to Donors; and bringing concerns, requests, and problems to Accountable managers as necessary for auctioning • Ensuring monthly and quarterly drugs consumption reports are collected and analyzed and accounted for as per compliance requirement 	
3.	<p>Facility management</p> <p>To ensure the physical working and living environment provided to PHCC+ staff, patients and visitors is safe, secured, hygienic, and conducive to effective working and living: Including but not limited to</p> <ul style="list-style-type: none"> • Working with Area manager to ensure sites visits are made to the PHCC+ to identify necessary improvements; and working with the support team to ensure action is taken to resolve any issues raised/observed • Ensuring guidelines are in place for admission to the Centre and this is in line with national criteria set for admitting patients to a PHCC+ • Liaising with the Area manager to ensure security is in place, and that the health facility is effectively guarded at all times; making spot checks; giving feedback as appropriate; and keeping up to date with legal requirements and CARE policies for safety and security 	

NB. These Adverts are pending funding and successful candidates shall only receive offers after successful approval of Funding.



<p>4.</p>	<p>Leading the health services delivery at both PHCC+ and in Communities Making sure that both the PHCC+ and community outreach work is carried out in a way that addresses program objectives. This includes integrating, monitoring, and evaluating quality assurance, disease management; reviewing activities to ensure the highest standards in treatment and care of patients; and working with health staff team, County Health Department, other health services providers in the country, and community leaders in ensuring care services provided at the PHCC+ and in communities are done accordingly and where necessary, make referrals to the nearest hospital for certain patient treatment:</p> <ul style="list-style-type: none"> • Leading the team in developing PHCC+ goals and objectives and backstopping physicians • Supporting other medical staff in providing in-patient/out-patient/obstetric (including intra-partum) and casualty care to local population in accordance with program agreement • Providing in-patient medical and obstetric services to all, aiming to treat those that can be managed within local skills and resources and to refer, as appropriate, for definitive treatment or specialized care to the most appropriate medical centre in Juba • Working with other accountable managers for outreach work so as to ensure program implementation and performance monitoring in communities are done accordingly • Supporting outreach teams in carrying out outreach work and ensuring they are provided with the required resources for program delivery in communities 	
<p>5.</p>	<p>Asset, Drugs and supply management To ensure that the PHCC+ is equipped with at least the required minimum equipment that could support achieve program objectives; drugs bought are delivered to the PHCC+ in a timely manner; and liaising with Accountable managers in ensuring that a realistic budget is developed clearly stating the needs of PHCC+ and outreach work</p> <ul style="list-style-type: none"> • Requesting for PHCC+ equipment, machinery, drugs and supplies required for managing the PHCC and outreach work • Liaising with Area manager in ensuring that procurement activities are done on time and logistics activities carried out thereby ensuring items bought are delivered on time and of the right quality and quantity • Raising concerns with Accountable managers in the case where asset, drugs and supplier received do not meet standard • Ensuring that assets used in PHCC+ are functional and staff are trained in the use of equipment and machinery; diagnostic tools and equipment in the PHCC+ are safe and periodically treated for bugs 	

NB. These Adverts are pending funding and successful candidates shall only receive offers after successful approval of Funding.



- Staff Mentoring and coaching & Team player with the ability to develop strong collaborative relation across the organisation and externally
- Good leadership qualities and ability to interact effectively with donors, counterparts and organizations.
- Fluent in written and spoken English

Key Relationship:

- County Health Department
- Internal Departments such as Procurement, HR, Admin, IT, ETC
- State Ministry of Health

Working Environment / Conditions:

- Work environment: Field based

HOW TO APPLY

This position is **ONLY** open to South Sudanese Nationals.

Closing date for receiving application will be **25th June 2018**. **Office Location.** The office is located at NPA Building, 3rd floor, Martyrs Street Juba opposite UNICEF Offices

Applications and CVs should be sent by **Email** to: hrjuba@ss.care.org or Hand delivery to: **Care South Sudan Juba Office or other Care – sub offices.**

Care is an **Equal Opportunity Employer**, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

NB: These Adverts are pending funding and successful candidates shall only receive offers after successful approval of Funding.

care

06 JUN 2018

NPA Building 3rd floor, Martyrs street
Juba - South Sudan

Tel: +211 (0) 959 101 522, P.O. Box 302