

**Job Purpose:** The Health Project Manager leads and manages the assigned health project. This involves developing, managing and reporting in line with the objectives, timeframe and budget.

#### I. Key Responsibilities

##### Health and Nutrition Project Management

- Provide strong leadership and manage the assigned health project to meet the project objectives within budget and allotted time frame, reporting promptly any operational concerns to line manager and advisors
- Contribute to development and implementation of an appropriate health strategy
- Participate in setting clear objectives and indicators for health activities
- Continuously monitor and supervise health activities, evaluating progress through outputs and impacts
- Ensure accurate and timely reporting to Medair, donor and others within applicable timeframes and formats
- Participate in developing new proposals, based on assessed needs and gaps and Medair country strategy,

##### Staff Management

- Line-manage Health Managers; technical supervision, development and training, appraisals, etc.
- Facilitate regular sharing between project staff, to ensure all Project staff have full responsibility for activities, and programme quality
- Assess the training needs of health staff and ensure that appropriate training is conducted when possible

**Financial Management;** Manage the health budget ensuring accountability and good governance

##### Communication and Coordination

- Develop and maintain appropriate communication structures with all internal and external stakeholders
- Participate in health coordination meetings; internal trainings, working groups or meetings as required,

**Logistics;** ensure integrity in procurement and management of medicine, supplies and equipment supplies for the project

##### Quality Management

- Promote and use the Medair intranet and other operating procedures, ensuring that all standardised formats are used and guidelines are followed
- Ensure health projects are implemented in line with commitment to donors and in compliance with international standards i.e. Sphere and HAP standards

#### II. Person Specifications

##### Essential

- Clinical degree or diploma (Nurse, Midwife or Medical Doctor)
- **2 years'** post-qualification nursing/medical professional experience
- At least 1 year management experience in a health context in health in a developing country
- Good English (spoken and written)
- Strong working knowledge of Microsoft Office programs, in particular Word, Excel, Outlook and PowerPoint.

##### Desirable

- Education/training/experience in Public Health
- Certificate/diploma in Tropical Medicine
- Experience working in humanitarian emergency context
- Ability to speak, or willingness to learn, local language (Arabic, tribal languages)
- Competent with statistical database such as EPI Info, SPSS or STATA

Applications deadline: **2<sup>nd</sup> December 2017.**

An exhaustive Job Description of this position is available on request from the email below. Only shortlisted candidates will be contacted.

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: [recruitment@southsudan.medair.org](mailto:recruitment@southsudan.medair.org)



Approved  
Hga  
16/11/2017