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13/6/2017



## VACANCY ANNOUNCEMENT

**Post Title:** Assistant Health Coordinator / M&E Manager  
**Number of Vacancies:** One (1)  
**Duty Station:** Torit Coordination Office  
**Contract lengths:** From 1<sup>st</sup> July 2017 to 31<sup>st</sup> December 2017  
**Reports to:** Health Coordinator



### Organizational background

The overall goal of CARITAS 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 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 (CT), 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.

### **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.

### ***Key Responsibilities***

#### ***Administration:***

- Establish a plan of action for all support supervision activities and make it understood by all program field managers. This includes planning and monitoring of program activities.
- Coordinate through Health Coordinator and health facilities managers and clinical staff in providing Support Supervision Services.
- Monitor and take quarterly inventory of all program assets across all the health facilities
- Design annual work plan in collaboration with Health Coordinator
- Monitor and Evaluate all program budget and advise the management health team on the achievements
- Do field assessment of all health activities and make recommendations for future planning
- Take active measures on proposal writings to various donors
- Compile and edit all health accumulative summary narrative reports from all health programs managers
- Make data entry to the DHIS/HMIS system and make final analysis according to SMOH/WHO policies
- Make raw data interpretation through graphing methods.



### ***Reporting:***

- Data collection verification and programmatic report analysis and timely writing of monthly, quarterly and annual related reports/data.

### ***Management:***

- Supervise, coordinate and oversee the operations of health program. This includes ensuring that their activities are coordinated and all supplies resources availed equitably.
- Provide on Job training on data management to all program and field managers
- Oversee health coordination activities in the absence of the health coordinator

### ***Collaboration:***

- Liaise with the CHD/SMOH on joint support supervision activities
- Represent Caritas Torit in inter-agency (including CHD) meetings on issues relating to health or otherwise as directed by the Health Coordinator
- In liaison with MS /head nurse/ Admins, Project Managers, and, coordinate health activities for data collections on drugs laboratory and mapping for effective health management system control.

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

- Bachelor's Degree or college Diploma in Economics, health facilities management, Statistical Management or any other related field.
- 3 years of relevant field work experience.
- Skilled in health project assessment, project planning, organizational, interpersonal, and communication skills.
- Strong team player experience
- Demonstrated high level of proposal and report writing skills. Fluency in English is a MUST and knowledge of Local Arabic is an added advantage.
- Be willing to learn the local languages
- 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.
- Experience in working with NGO is desirable.

### ***Application Procedure:***

- ✓ Application letter, comprehensive CVs, including **three professional referees MUST** be received at CARITAS TORIT Human Resources office along Mission Road, Torit EES; not later than **Wednesday 28th June 2017 at 5pm**. Applicants are encouraged to submit their applications & CV's through our E-mail address [info@caritastorit.org](mailto:info@caritastorit.org) indicating in the subject line the **Post Title**.
- ✓ NB: Applications received later than the deadline will not be considered.
- ✓ **International allowances are not available for this position.**
- ✓ **Qualified Female applicants are encouraged to apply**

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

***Canvassing will lead to automatic disqualification***