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Approved
MLPS & HRD
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South Sudan
Plot 592, Block 3K, Airport Road
Tomping, Juba (UNMISS ROAD)
Central Equatoria

8th May 2017

VACANCY ANNOUNCEMENT

POSITION TITLE:	Emergency health project coordinator (pending funding)
DUTY STATION:	Kapoeta South/East
REPORTS TO:	County Coordinator
STATUS:	Full Time
SUPERVISOR CAPACITY:	Program and operational staff

COUNTRY PROGRAM OVERVIEW

Since 1994 American Refugee Committee (ARC) has been operating in South Sudan which covers five states with programs and services reaching over 400,000 returnees, IDPs, refugees and host community members.

Currently, ARC implements programs in Primary Health Care and Gender Based Violence but is currently expanding to Secondary Health Care WASH, and Food Security. ARC has program activities in Kapoeta South, Kapoeta East, Magwi, Kajo-Keji and Aweil counties. This project will be implemented in Kapoeta South and East counties, Republic of South Sudan.

PRIMARY PURPOSE OF THE POSITION

The Emergency Health Project coordinator is responsible for the implementation and overall technical support and management of cholera response in the greater Kapoeta South and East.

It is imperative that this position closely monitor set milestones, and work with both ARC staff and other partners to ensure beneficiary receive quality services

Project coordinator will be working under the supervision of the County Coordinator and in collaboration with ARC field staff.



MAJOR AREAS OF ACCOUNTABILITY PRIMARY DUTIES/RESPONSIBILITIES:

- The Emergency Health Project coordinator will lead the Emergency Response Team responding to cholera outbreak in Kapoeta South and East.
- He/ She will work within the respective team to oversee program implementation and support the management of the Response Teams.
- He/ She will be responsible for all project cycle management - involved primarily in program implementation , but also ensuring program reporting
- He / She will support colleagues in ensuring that project activity design and delivery are consistent with ARC programming principles and approaches, draw on relevant best practices and lessons learned, enable beneficiaries to attain their rights and are compliant with donor regulations.
- Identify quality gaps and work with ARC and other partners to define a strategy to address these.
- Ensure the utilization of standardized reporting tools, protocols, policies and guidelines, as prescribed by the South Sudan Ministry of Health, the World Health Organization, UNICEF, and ARC at the mobile clinic
- Provide occasional direct on-job training/mentoring if assumed as a task in action plans.
- Coordinate and facilitate trainings for project staff and health personnel to strengthen their skills in areas of clinical service provision, staff management, and routine data collection and reporting.
- Ensure that all cholera response site service statistics and all the required reports are properly collected and submitted in a timely manner.
- In coordination with the county Coordinator, other ARC PHC staffs in the County identify the required equipment, drugs, medical supplies, job aids and other needs for the cholera response sites and facilities where the supplies can be pre-positioned.
- Ensure high functioning referral system is in place for the response.

Representation and Coordination

- At the State and county levels, represent ARC liaising with other donors, local authorities, UN, and NGOs to promote ARC cholera response project, facilitate successful coordination of activities, and ensure transparency in the community.
- Develop and maintain strong working relationship and coordinate with the State and County authorities, especially representatives of the (MoH), relevant international and local agencies engaged in similar health activities in Kapoeta.
- Work in partnership with other International and local NGOs to ensure program harmonization.
- Advocate for quality cholera response program in Kapoeta.



Other Functions

- Perform any other related duties that may be assigned by line manager.
- Comply with ARC Standard Operational Procedures.

EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED

- Degree in Public Health, MD, Nursing and/or health-related field at a minimum with clinical experience. Master's degree is a plus.
- At least experience in managing emergency health response in a developing country (Africa – South Sudan highly valued), experience in supervising staff, project activities and project cycle management with an international organization.
- Demonstrated leadership capacity and experience in project cycle management with an international organization
- Experience in analytical and conceptual skills in report writing, program management, project planning, budget management, organizational, interpersonal, and communication skills
- Strong coordination skills with proven ability to work across multiple technical areas simultaneously, supporting and mentoring multiple staff members.
- Good work experience in training facilitation, mentoring and capacity development.
- Professional fluency in spoken and written English.
- Proven ability to work cooperatively with others in a team environment.
- Good knowledge of logistics and admin/HR and donor compliance.
- Good computer skills (Microsoft Office, Email, etc)

KEY BEHAVIORS & ABILITIES

- Knowledge of and experience in working with and coordinating with international and national partner organizations
- Highly motivated hands-on self-starter, ability to work independently, open to constructive feedback and has ability to respond accordingly
- Demonstrated ability to work in a fast-paced environment with tight deadlines, effectively managing multiple priorities
- Flexibility and willingness to adjust to changing responsibilities or needs as they arise
- Willingness to frequently travel and live in remote and security difficult situation
- Additional qualities: ability to multitask, ability to handle pressure well, ability to improvise, flexibility, cultural and environmental sensitivity.
- Cultural and gender sensitivity essential



HOW TO APPLY

Qualified and interested candidates should submit their letters of interest plus CVs to ARC South Sudan office located at Thong ping UNIMIS road Juba (near UNMIS main). Applications can also be submitted to the following email address: ssvacancies@arcrelief.org

Please note that ARC retains all applications and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on regular basis hence these positions may be filled before the expiry date of the advert. **Only shortlisted candidates will be contacted for an interview.**

The Deadline for receiving applications is 26th May 2017 at 5:00 pm local time.

