



## **CBS - Project Officer (1 Post)**

**BACKGROUND:** LiveWell South Sudan (LiveWell) is a national healthcare organization operating in Jonglei, Lakes, Eastern Equatoria, and Central Equatoria States. With support from BMGF, LiveWell will implement Community-Base Surveillance (CBS) geared to Polio Eradication in South Sudan's Jonglei State (Pibor, Boma, Bor South, Duk, Twic East), and Eastern Equatoria State (Kapoeta East, Magwi). LiveWell is looking for a suitable candidate to fill the position for Health Promoter in Boma State.

LENGTHS OF CONTRACT:	<b>6 Months</b>
LOCATION:	<b>Juba (20%) and Field Sites (80%)</b>
LINE OF REPORTING:	<b>Program Coordinator</b>
START DATE:	<b>Immediately</b>
DEADLINE:	<b>10<sup>th</sup> July, 2018</b>

**JOB SUMMARY:** CBS Project officer will oversee the running of CBS project in 7 counties by supporting the county supervisors in planning, implementation, monitoring, evaluation and timely reporting of the CBS activities in Jonglei and Eastern Equatoria States.

### **JOB DESCRIPTION**

The incumbent will perform the following duties, responsibilities and tasks;

#### **I. Technical Role**

- Support the county supervisors (CSs) in planning and tracking of key CBS surveillance indicators from the result framework that are related to their work.
- Develop, implement, and monitor organizational performance measures that demonstrate program effectiveness.
- Conduct field supported supervision, ensuring that all each County Supervisor is supported on quarterly basis at a minimum. Assess the need for and provide one-on-one capacity building in areas of management and implementation. In particular, ensure that CSs have adequate capacity in activity planning and target-setting so that the CSs may be a resource for PAs in this area.
- Lead the development and review of quarterly movement plans and track and monitor progress on monthly basis.
- Provide technical guidance, as requested by the Supervisor. This will include working closely with the Management team on setting strategic direction, implementing monitoring and evaluation activities and reviewing findings, identifying and providing assistance in areas of further technical need and ultimately ensuring the implementation of high-quality Community Base Acute Flaccid Paralysis Surveillance.
- Ensure effective supervision and monitoring the implementation of the activities in the Project location.



- Keep record of crucial project documents which track project progress. File all project documents in an appropriate database or files and ensure that all documents are accurate and have been reviewed and accepted by the Program Coordinator.
- Involve in the project to identify any potential issues or risks that could affect the progress of the project and communicate these issues to the Project Manager, and work to identify potential solutions.

## 2. Operation and Management

- Organize monthly clusters coordination meetings in collaboration with the CGPP Secretariat, Mcking field consultants and other project staff like Executive Director, Program Coordinator, Senior M&E Officers and Finance Manager.
- Act as a secretariat for the monthly cluster coordination meetings, take minutes and share key action points from the meeting within 2 days of finalizing the meeting.
- Monitor flow of funds from head office to the field for implementation of activities and take action on any delay in an event of field operations funds delay.
- Facilitate the logistics of County Supervisors (CSs) training. As liaison between county and national levels, assess technical capacity needs of CSs and collaborate with WHO, MOH, and the Bill Gates consultants to ensure that appropriate training and capacity-building opportunities are available.

## 3. Monitoring and Evaluation

- Monitor the project implementation and ensure its efficiency and effectiveness.
- Communicate regularly with County Supervisors and stay current on county situational contexts, needs, and operational issues. Act as an available and timely resource for CSs on arising operations and implementation challenges.
- Keep an updated, accurate and current line list of all suspected AFP and non-AFP cases reported by PAs and CSs on monthly bases.
- Conduct data validation of reported AFP case by visiting households in the field for at least 80 percent or more of reported cases in order to validate the data.
- Ensure timely and complete reporting from all County Supervisors in accordance with approved reporting formats.
- Closely monitor project schedule, deadlines for each project task.

## 4. Coordination

- Act as information conduit between CSs and polio partners, including WHO, MOH, and the Mcking field consultants at the national level to ensure that all available and appropriate technical resources are fully utilized and or technical knowledge and skills flows to field staff.
- Represent the project at state-level meetings including quarterly health coordination meetings.
- Strengthen mutual cooperative relationship with partners including; WHO, Core Group Secretariat and MOH Including other NGOs (national and international).
- Coordinate with WHO through Core Group Secretariat for the booking of stools sample from county to WHO head office.
- Participate in documentation and dissemination of project successes and lessons-learned by coordinating and reviewing assessment and documenting activities, contributing to the development of technical articles and donor reports, and presenting findings on behalf of the project in a variety of appropriate forums including health coordination meetings, Monthly Partners meetings, NGO forum and EPI Technical Working Group meetings.



## 5. Leadership

- Provide leadership, representation, program development, monitoring and evaluation of Community Based AFP Surveillance activities within the designated counties.
- Support Program Coordinator, Senior M&E Officer, and Executive Director in the development of systems to collect, store, and utilize ongoing monitoring data from project sites, including the ongoing review of supervision and monitoring.
- Perform any other duties as assigned by the supervisor

## MINIMUM QUALIFICATIONS, SKILLS AND EXPERIENCES

- Must be a South Sudanese National and have a broader knowledge of local areas of implementation.
- Holds Bachelor's in Medicine & Surgery or its equivalency in Public Health with prior Clinical training.
- Post-graduate training in Public Health preferably in Clinical Epidemiology or other health-related field will be an added advantage.
- Familiar with M & E reporting tools for Donor, Health Cluster, MOH and field Guides for AFP surveillance
- A minimum of 2-3 years working experience in clinical and research setting, preferably in the same program in South Sudan.
- Experience in implementing disease surveillance with main focus on CBS.
- Knowledge and experience of Global Polio Eradication Programme and its implementation
- Experience in the related field in South Sudan and managing surveillance activities
- Experience in working with partners in a collaborative and coordinated way
- A good team player and able to work in a multicultural setting
- Be able to work within a situation of low security setting and beyond the normal allocated time within the terms of reference.
- Must be creative and work with minimum supervision

**HOW TO APPLY:** All interested applicants especially female candidates are encourage to enclosed their National ID, Cover Letter, Resume'/CV, Certified Copies of academic documents to: HR Unit-LiveWell by: Hand delivery to the Head Office Address:

**Plot 64, Tongping-Jubanabari.  
6<sup>th</sup> Plot behind Continental Medical Supplies  
Bilpam Road, Juba**

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