

Approved
JHC



CONCERN
worldwide

VACANCY:
Staff Health and Welfare Officer

11th Apr 2019

Contract Duration: 1 Year/ 2 years

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of health & nutrition, shelter, WASH and livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for a suitable candidate to fill the position of **Staff Health and Welfare Officer**. The position holder will be based in Juba, Juba State.

Job Purpose:

The principal objective of the Health and Welfare Officer is to coordinate and promote health and wellbeing supports and initiatives for all staff to improve their health and welfare. The post holder will liaise closely with the Health Unit in Dublin as well as systems management in South Sudan in the delivery and coordination of Health, Welfare, Health and Safety messages and initiatives. The post holder will be responsible for communicating regular educational material to Staff under the direction of the Health Unit in Dublin. He or She will also coordinate training for staff in wellbeing and health and will be responsible for monitoring trends in health, wellbeing and uptake of staff supports. The post holder will be required to establish and develop effective working relationships with Concern staff, staff volunteers and other stakeholders to ensure the integration and implementation of employee health and welfare initiatives.

Main duties & Responsibilities:

Theme 1: Communication

- Take the lead on communication of all Health and Wellbeing advice and supports for national staff in all areas, as directed by the Health Unit in HQ.
- Liaise with the Health Unit to deliver regular information sessions, sharing and promoting wellbeing supports and health promotion messages to staff.
- Act as the focal point between CWW South Sudan and the staff insurance provider.
- Advertise and ensure staff are aware of CWW health and wellbeing supports, policies and procedures.
- Influence individuals and groups of staff to reduce health risks and to promote better health behaviours and better practices.
- Act as the focal point for Ebola best practice and messaging.
- Monitor local outbreaks and other health issues and shares relevant information and advice with support of Health Unit in HQ.
- Attend CMT on occasion to communicate updates on Staff health and welfare.

Theme 2: Coordination of Training

- Coordinate the training and supervision of Staff Volunteer support groups to ensure smooth running of activities. These groups include Wellbeing Champions and PEPSI Guardians.
- Liaise with training providers (including Thrive Worldwide) to coordinate training sessions for staff.
- Provide health and welfare induction sessions to all new national staff.
- Coordinate First Aid and Fire Safety training along with local systems management.

Theme 3: Administration

- Liaise with local clinics and the insurance provider to support staff in their access to healthcare.
- Be familiar with CWW supports for staff and ensure timely referral for both physical and psychological matters.
- Assist systems management with the monitoring of medical services uptake by staff.
- Assists the monitoring of Insurance and illness trends in staff population.
- Liaise with the Health Unit and local systems management in the ordering, distribution and information sharing of PEPSI, First Aid kits, Fire Safety equipment.
- Keep records of staff volunteer support, and participation in trainings.
- Keep records of accidents and near misses.

Ensure health and safety in the offices are to standard and takes action to ensure maintenance of this standard

Attend local clinics to carry out standard assessments under the supervision and direction of the Health Unit.

Concern is committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and the South Sudan Programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization.

Emergency response

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The Staff Health and Welfare Officer will not act as the Ebola Focal Point should the outbreak escalate in South Sudan, but can support and assist in messaging and information sharing.

Person specification:

Education/Training

- Bachelor's Degree in Business Administration, Human Resource, Logistics, Social Work & Social Administration or any other related field
- 3 Years work experience (at least 1 in administration or coordinating or managing activities).
- Background in HR or Administration or Logistics.
- Interest in Health and Wellbeing of staff.

Desired:

- Relevant experience in primary healthcare or stress management.

Experience:

Required:

- Experience in facilitation / information sharing.
- Proven ability to work independently and take the lead on tasks or projects.
- Experience in dealing with external agencies.

Desired:

- Experience integrating new initiatives.
- Experience in a staff supporting role.
- Knowledge and experience of the NGO sector.

Technical Skills

Required:

- Communication skills verbal and written in English.
- Good interpersonal skills.
- Demonstrated ability to effect behaviour change in individuals or groups.
- Facilitation and presentation skills.
- Report writing skills.

Desired

- Skills in working with external agencies.
- Communication skills verbal and written English and Arabic as an added advantage.

Competencies:

Essential

- Managing yourself
- Influence, Advocacy and Networking
- Communicating and working with others
- Creativity and Innovation
- Delivering Results
- Planning and Decision making
- Change management
- Cross cultural awareness and sensitivity.
- Ability to work independently in a result oriented multi-tasking and multi-cultural environment and manage conflicting priorities.
- Good communication and training / capacity building skills.
- Flexible and adaptable to a changing environment.
- Ability to work under pressure often to strict deadlines.

Desirable

- Proven organisation, planning and management skills.

Ability to work on own initiative and lead diverse teams.

Concern Code of Conduct and its Associated Policies

Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies.

How to apply:

1. Interested Candidates are requested to submit their Applications, Updated CVs of not more than 4 pages and a copy of their nationality ID to: **HR Department, Concern Worldwide South Sudan head office located at Tongping, Airport Road Opposite Ebony Bank , not later than Tuesday 30th April 2019 or email it to; vacancies.juba@concern.net**
2. The position is open only to South Sudanese nationals only.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.
4. **A detailed Job description will be provided to the successful candidate at the time of appointment.**