



ICRC

International Committee of the Red Cross
ICRC Compound, Ministries Road, Amarat Juba, South Sudan



JOB ADVERTISEMENT HEALTH FIELD OFFICER 2 (HOSPITAL ADMINISTRATIVE ASSISTANT) Based in Akobo

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organisation whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance.

The ICRC is mandated to work in countries affected by armed conflict or other situations of violence. The ICRC is present in over 80 countries and has some 15,000 field staff.

In 1986, the ICRC expanded its presence to South Sudan. There are around 1,000 ICRC staff working in Juba, Bentiu, Bor, Malakal, Rumbek, and Wau. The ICRC is looking for an enthusiastic and motivated person for the above position.

ICRC is an Equal Opportunity Employer giving the highest priority to staff safety and security.

For more information, visit website: <http://www.icrc.org/>

AIM OF THE POSITION

- Responsible for Hospital Administration activities of Akobo County Hospital (ACH) under the direction of the ICRC Hospital Project Manager and in his/her absence reports to the ICRC Deputy in charge of Hospitals in Juba.
- Supports logistics and administration of the hospital and other supported health departments within the Akobo County Hospital.
- Maintains and expands network of interlocutors in the area of responsibility.
- Presents the ICRC principles, mandate and activities implemented in South Sudan with relevant interlocutors.

Main Duties and Responsibilities:

- Provides high-quality care to patients, following the ICRC's guidelines and in cooperation with other members of the hospital team.
- The Hospital Admin Assistant supports the ICRC Hospital Project Manager in the ICRC supported Akobo County Hospital in all aspects of hospital administration.
- Interprets as and when is required and accurately translates basic written documents to/from Arabic and other local languages to/from English.
- Is the link between community, hospital staff and caretakers and supports the ICRC staff to understand working environment.
- Provides information and gives advice to the health team regarding cultural and socio-economic issues.
- Is responsible for staff incentive payments, with the support of the Hospital Project Manager, ensures staff rostered are present, prepares payment sheet, and ensures funds are distributed.
- Together with the Hospital Project Manager reports and organises maintenance and repairs in Akobo County Hospital.
- Together with the Hospital Project Manager, makes sure that the support staff and services are working to ensure a proper functioning of the hospital (security, cleaning, laundry, maintenance, etc.) Reports to the ICRC Hospital Project Manager.
- With the support of the Akobo County Hospital staff at the hospital, ensures that staff, patients, caretakers and visitors follow the rules of conduct at the hospital. Reports problems to ICRC Hospital Project Manager.
- Monitors that patients receive their food ration as per agreement with the Akobo County Hospital.
- Assists the Hospital Project Manager to maintain the storage, monitoring, inventory and ordering of medical stocks. Prepares Requisition Orders and receives stock.

**Only short-listed candidates will be contacted. Application files not retained
will not be returned.**



- Assists the Hospital Project Manager and the ICRC Biomedical Engineer to maintain a data base of ICRC equipment used at the hospital.
- Participates in collection of the weekly statistics.
- Identifies relevant health interlocutors in the county and maintains close collaboration with the health community / interlocutors and local health authorities.
- Presents and explains ICRC mandate and activities to a variety of health interlocutors, patients and visitors.
- Supports training programs as required.

Education and experience required

- Bachelor Degree or equivalent higher education degree in Health or hospital Administration. Post Graduate or Master's Degree is an asset.
- 4-6 years of experience in Humanitarian Health programs. Knowledge of Medical Logistics and management of budget is an asset
- Advanced level of written and spoken English and Arabic
- Expert level in computer skills (Word and Excel)
- Ability to master the following competencies: Representing the ICRC; Adapting & Learning; Communication (ability to express and exchange views and ideas); Analysis & Synthesis
- Understanding of ICRC mandate, International Humanitarian Law, and other humanitarian topics
- Good knowledge of geographically assigned environment (Jonglei);
- Willingness to learn and adapt;

HOW TO APPLY

Interested candidates should submit their application clearly marked "**Health Field Officer 2- (Hospital Administrative Assistant) - Akobo**" (including C.V. written in English) and copies of certificates at latest **Tuesday, 30th October 2018** to the HR Manager.

either: At the ICRC reception in **Bentiu, Bor, Equatorial, Juba, Malakal, Rumbek and Wau**

or By email to: jub_recruitment_services@icrc.org



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