

28th May, 2019

VACANCY COMMUNITY OFFICER

Duty Station: Mundri, Amadi State, South Sudan
Contract: 6 months, renewable
Salary: according to NGO salary scale and experience
Starting date: July 2019



Doctors with Africa CUAMM is an international NGO working in South Sudan since 2007. CUAMM's aim is to improve maternal, neonatal and child health, through a comprehensive approach of health system strengthening considering communities, health facilities and hospitals as interlinked elements. Currently, CUAMM's operating areas are in former Lakes, former Western Equatoria States and Unity State.

CUAMM is looking for a suitable candidate to fill the position of Community Officer.

Job purpose

The Community officer oversees and implements all aspects of BHI activities at Payams, Boma and Household levels. He/she is responsible for planning, implementation, reporting and coordination with Payams and county level stakeholders.

Scope of work

The role of Community Officer is to ensure quality implementation and delivery of BHI services at the community level by BHI Payam supervisors and BHTs through the timely delivery of commodities and supplies, provision of supportive supervision, training, and documentation of program activities.

S/he provides supportive supervision and training to BHT Payam Supervisors and BHTs. S/he ensures correct diagnosis, treatment, and referral of children keeping targets in mind. He/she interacts with the County Health Department, Payams Administrator, and Boma Health Structure to keep them updated on the progress of the program, joint planning and ensures implementation of the planned activities.

Duties & Responsibilities:

Program Implementation, treatment tracking and management

- Implement all BHI activities at Payams level; this includes timely implementation of work plan, planning meetings, commodity distributions, BHI activities, surveys and reporting.
- Ensure accountability of received commodities and supplies through tracking consumption levels and review of reconciliation reports .
- Responsible for capacity building of volunteers (BHT and BHT Payam Supervisors) through training, on-job support and quality supervision.
- Track program targets and timely implement the planned activities to ensure program meets targets and ensure correct reports from BHT and BHT Payam Supervisors, prior to its submission.
- Ensure implementation of activities is in line with the laid down protocols by continuously monitoring and conducting on-job training of BHT Payam Supervisors and BHTs.
- Direct line management and technical supervision of BHT Payam supervisors.

- Work with the project manager and finance to prepare financial requests and cash forecasts.

Reporting & data quality control

- Review all volunteer reports after complete review and correction, provide feedback on areas which needs corrections and submit the hard copy report to the to M&E department in time on a monthly basis.
- Ensure submission of monthly reports, success stories, trip reports etc. to keep the Project manager abreast with the program implementation at Payam level.

Coordination and representation

- Provide overall planning and coordination of BHT Payam supervisors and BHT during training and supervision visits
- Liaise with key partners including Payams Administrator, County Health Department, Community Chiefs, Boma Heads, other stakeholders (as necessary) and Boma Health Structure.
- Ensure strong coordination at Payams level between the Boma Health Initiative and HPF3 Primary Health Care activities.
- Participate in the follow-up of supplies consumption and orders.
- Make monthly physical inventory of all BHI commodities supplies.

Any other duties as required by the line manager.

Qualifications

- Clinical Officer, Certified/Registered Midwife, Certified/Registered Nurse or Public Health qualifications.
- At least two years field experience in a similar position.
- Ability to communicate effectively with a variety of audiences including CHD, VHC and community leaders.
- Strong negotiation and communication skills.
- Experience of conducting quality supportive supervision and data use.
- Experience of managing teams.
- Good planning and organisational skills.
- Good written and spoken English.
- Good computer skills particularly Microsoft Office
- Flexible, ability to work both as an individual and as a team member and under stress
- Republic of South Sudan national.

Desirable:

Experience working in drug/commodity supply management and logistics.
Ability to find solutions to complex problems in a challenging environment.
Knowledge of local language.

HOW TO APPLY

1. Interested Candidates are requested to submit their Updated CVs, cover letter, academic certificates and scan copy of their nationality ID to: **CUAMM HR Dept, Juba HQ C/O TM LION HOTEL, OPPOSITE TO KOLOLO IMMIGRATION OFFICE** or Email it to: southsudan@cuamm.org **NOT later than June 20th 2019**
2. Position code: **CUAMM/SS/COMMUNITY/YIROL**
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.

