



Job Advertisement for Health Coordinator

Job Category: Senior Management

Date: 30 /05/2023

Caritas Torit is a subsidiary of the Catholic Diocese of Torit (CDoT). It was registered with the Ministry of Justice under NGO Act 2003 in 2013 and later registered with Relief and Rehabilitation Commission (RRC) in 2016 under Chapter 3 Section 10 of NGO Act 2016. It's headquartered in Torit, Eastern Equatoria State. Caritas Torit engages in extensive multi Sectoral humanitarian and development activities in all counties of Eastern Equatoria State.

To strengthen its health programme, Caritas Torit is seeking a Health Coordinator to be based 60% in Torit and 40% in the field. This is a technical and senior management position reporting to the Executive Director of Caritas Torit and being reported to by all heads of health facilities and administrative staff.

Summary of the Functions of the Health Programme Coordinator

1. Implements the health policy of the Catholic Diocese of Torit (CDoT).
2. Undertakes periodic reviews of CDoT health policies to ensure it remains relevant and in line with the policy of the ministry of health.
3. Carries out management oversight in all CDoT health facilities.
4. Coordinates CDoT health programme with key stakeholders including but not limited to the CDoT Pastoral Department, the government and humanitarian and development partners.
5. Consolidates CDoT health Reports monthly, quarterly and annually for CDoT leadership.
6. Submits the mandatory CDoT health report to the line ministry in the state and other for a as required by the law.
7. Mentors the health programme staff.
8. Coordinates the development of project proposal for CDoT Health Programme.
9. Appraises the head of facilities and make appropriate action plan based on result of the appraisal.
10. Works collaboratively and cooperatively with other programme coordinators and managers to build synergy in Caritas Torit and CDoT programmes.



11. Represents Caritas Torit and CDoT at health forum at state, national and international for meetings.
12. Maintains all records of CDoT Health Programme are kept in safe and accessible when needed.
13. Ensures Caritas Torit Health Assets are kept in a way safe with no legal liability.

Qualification and Competences

1. The applicant should be a South Sudanese National.
2. A medical doctor who graduated from a reputable medical school. A master degree in medicine or public health is a bonus.
3. An experience of 3-10 years in management is required for this position. A work experience in health management position in South Sudan is a bonus.
4. Applicant should demonstrate adequate level of spoken Arabic and must have a very good command of both spoken and written English. Accent doesn't matter.
5. Applicant should demonstrate a strong skill of report writing: monthly, quarterly and annually internal report and report to project funding partners.
6. Applicant should have skills and knowledge in project proposal development and writing.
7. Basic computer literacy: micro soft word, power point, excel spread sheet, accessing email and downloading documents is a MUST.
8. Valid driving license is a MUST.
9. Applicant should demonstrate the leadership quality of vision of strategic approach in management.

Benefits and Salary Expectation

1. For this position the gross salary range is from \$ 1,500-1,800 or its equivalent in the local currency.
2. A vehicle for field trips and a pick up for work is available.
3. A drop off using Caritas Torit's vehicle during holiday and pick up can be arranged within Eastern Equatoria State and Juba.
4. Other fringe benefits are indeterminate because they are circumstantial.

How to Apply

1. A one page of expression of interest in the position accompanied with Curriculum Vitae should be sent to the Executive Director Caritas Torit by email.
2. The following should be attached: scanned copy of South Sudanese nationality certificate, scanned copies of academic degrees and a letter from a referee.
3. Expiry date of Application is on 09/06/23 and only shortlisted candidates will be contacted by email and telephone calls. If by 15/06/23 an applicant has not received feedback, it means they have not been shortlisted.
4. Email address of the executive director: apbraham@gmail.com, Dr. Edwin Evan mail: edevann@gmail.com

