



## Vacancy notice

Advert opens 29<sup>th</sup> October 2019

### Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose, additional capacity is required. Therefore, Cordaid South Sudan would like to recruit for the position of **Hospital Coordinator as detailed below.**

**Position:** Hospital Coordinator

**Based Location:** Chukudum

**Number of positions:** One (1)

**Reporting Lines:**

The Hospital Coordinator reports to the Project Coordinator in Chukudum

### Purpose of the position

The Hospital Coordinator will manage the hospital activities in Chukudum Hospital and will oversee all Hospital clinical activities including surgical and obstetrics emergency operations



## Key accountabilities and Responsibilities

- Ensure medical service of high and consistent quality in all departments at Chukudum Hospital.
- Take charge of the supplies and equipment and ensure all supplies and equipment are available.
- Participate and provide input in the senior management meetings of the hospital and ensure that the department concerns and issues raised are dealt with.
- Participate in grand rounds and CMEs for the facility staff and ensure that capacity of the staff in the department is improved in order to improve quality of care.
- Monitor the activities of the departments; both technically and administratively while ensuring high quality service is rendered ensure to represent the hospital in various inter-NGOs or any official meetings.
- Provide administrative support to the Hospital Management Team and ensure timely implementation of activities.
- Participate in the hospital quality review and audit sessions and organize departmental audit and review meetings submit a report of findings to the Project Coordinator.
- Adhere to, supervise, ensure that all departments staff maintain all medical safety procedures and apply the highest hygienic standards.
- Remains accountable for the overall performance of the hospital departments and ensure that staff operating in the departments are equally accountable for their time and services.
- Plan and ensure adequate (24 hours including night shifts) coverage of all the departments.
- Attend to other duties as instructed by the line manager.

## Qualifications and skills

- Bachelor of Medicine and Surgery from a recognize University by the Government of South Sudan or in Country of origin.
- Ability to plan facilitate clinical trainings and grand rounds on a regular basis (daily or weekly depending on staffing levels at the department)
- A good understanding and experience of working with County Health Officials, State Ministry Officials, Donors and UN agencies.
- Previous experience of working in South Sudan hospitals is considered an advantage
- Ability to work in resource constrained regions.
- Understand the broad range of medical disaster management.
- Must have the ability to effectively communicate orally and in writing.
- Ability to generate departmental reports (both narrative and analyzed data)



### Further information and how to apply

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email [hr.southsudan@cordaid.org](mailto:hr.southsudan@cordaid.org)

Mention the vacancy reference number position in the subject line on the envelopes.  
**e.g. CSS05/10/19 Health Coordinator-Chukudum.**

or

Applications can also be hand dropped at Cordaid Juba office and Cordaid Chukudum field office to the attention of the **Human Resource and Administration Manager – Cordaid Juba South Sudan Country Office.**

Deadline for submission is by the **14<sup>th</sup> November 2019**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply

Only shortlisted candidates will be contacted.

An integrity check will be part of the recruitment procedure. All applications submitted cannot be returned.

