

To: H.B
Approved by
Inspector
20/8/2021

JOB ADVERTISEMENT-
CIDO/VAC NO. AKB/2021/01-CDFM



CIDO
Community Initiative
For Development
Organization



Job Title: Field Manager (1 Position)

Location: Akobo East

Duration: 12 Months

Reports to: Program Coordinator

Start date: ASAP

Eligibility: South Sudanese National Only

Community Initiative for Development Organization (CIDO) is a non-partisan, non-profit making organization conceived in 2013 and formally registered in South Sudan in 2016 to support local solutions on critical areas of social and economic development. The agency places emphasis on promotion of Peace and peaceful co-existence among communities as the benchmark for socio-economic prosperity. CIDO implements Protection, Women Rights and Empowerment, Education, Human Rights, Health and Nutrition Projects.

CIDO is looking for a suitable candidate to fill the position of Field Program Manager for “Health SSHF 1st Round Standard Allocation” Project 2021.

Job overview

The overall purpose of the Field Program Manager position is to provide leadership and management to Health program within the Integrated Health in the emergency multispectral response. The incumbent will coordinate with other sectors (Shelter & Non Food Items - S/NFI & Protection) to ensure proper coordination and integrated response. He will also provide direct leadership and management of the health Static and Mobile clinic alongside Coordination of all CIDO programs in Akobo

Main Duties and Responsibilities:

- a. Assist the Project Coordinator in examining, developing, implementing, documenting and communicating the goals, priorities and values of the organization in compliance with IASC guidelines and Standards including relevant SOPs and COVID-19 guidelines at field level

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- b. Provide supervision, support, coaching and training for junior-level staff in conjunction with Project Coordinator
- c. Provide leadership in the designing and adaptation of the Multi sector project (Health, Protection and S/NFI) within the field Office
- d. Ensure Coordination and integration of Health into Protection i.e. Child Protection & GBV. and Shelter/Non-food Items (S/NFI) activities within the project catchment locations.
- e. Represent CIDO in donor Meetings and cluster coordination meetings
- f. Compile weekly and monthly progress and technical reports for relevant stakeholders.
- g. Provide monthly qualitative and quantitative reports on health program operations, including morbidity data and pharmaceutical use.
- h. Establish and maintain CIDO and other best practice standards for health programs.
- i. Ensure that gender and protection mainstreamed in all activities and within the community.
- j. Liaison and coordination with all stakeholders, including MoH, WHO, Cluster, Log Cluster other operating partners, community, and other Health, Protection and NFI actors to ensure programme coherence and avoidance of service gaps and overlap
- k. To assess, design and implement appropriate training programs to equip and upgrade knowledge and skills of health staff, partners and service providers.
- l. In coordination with Programs Coordinator support other managers/Officers and team leaders in other sectors in development of integrated appropriate to health, hygiene and Protection promotion information.
- m. Attends state/County and local trainings applicable to the position in relation to Health and Nutrition services
- n. Ensure that health and nutrition interventions take into account local capacities of local stakeholders and community to ensure participation and consultation.
- o. Ensure the Programme Accountability Framework is integrated in the health and nutrition
- p. Perform other duties as assigned

Administration & Finance Roles

- a. Liaise with Program managers to draft budget for monthly expenditures in consultation with Programs Coordinator, Finance Manager and Field departmental heads and ensure budget expenditures are aligned to project vote heads
- b. Ensure the maintenance of appropriate financial records and preparation of required financial reports
- c. Ensure that the CIDO is efficiently organized to comply with human resource processes and requirements, in accordance with legal and internal policies at field offices
- d. Ensure expenditures are within budget and in compliance with financial standards.
- e. Ensure that monthly cash projections are prepared and submitted finance within the duty station
- f. Coordinate all purchases and requisitions with procurement/finance unit
- g. Ensure that all CIDO assets are well maintained and used as per the internal policy guideline

Required Professional and Technical Skills:

- Bachelor's degree/Diploma in Social sciences and 4+ years of relevant experience; Experience in business administration, program/project management, preferably in a non-profit or philanthropic setting
- Excellent verbal and written communication skills, strong customer-service orientation, outstanding negotiation skills, professional composure under pressure.



- Superior attention to detail and excellent organizational, time-management and project management skills with the ability to prioritize, multi-task and work independently as well as collaboratively as a member of a team.
- Impeccable, integrity and trustworthiness, with an ability to handle sensitive information effectively and confidentially.
- Professional and emotional maturity that demonstrates warmth, dependability, responsiveness, initiative, flexibility, knowledge, credibility and a good sense of humor
- Ability to work well with diverse colleagues with varied personalities and work styles.
- Spoken, written English and spoken Arabic. Knowledge of the local language is an asset
- Literacy in computer skills (word, Excel & power-point)
- Thorough knowledge and skills of primary health care related programs in rural situations General understanding of health service delivery, especially those related to women and children
- Proven abilities in managing successful Primary Health Care Programmes in South Sudan
- Energetic and self-motivated, with skills in community mobilization, training, and teambuilding
- Highly organized, efficient, and able to meet key deadlines

General condition:

Applicant must not be person who has bad record or has been convicted of sexual exploitation and abuse (PSEA), or child abuse.

HOW TO APPLY:

Interested candidates should submit their application clearly marked 'Field Manager' including the vacancy number clearly indicated (**CIDO/VAC NO. AKB/2021/01-CDFM**) and thoughtful cover letter describing your specific qualifications and interest in the position, C.V written in English and Nationality ID as well as copies of academic certificates and Testimonials. All applications should be emailed to recruitment@cidosouthsudan.org. or Hand delivered to CIDO offices in Akobo, Bilkey Payam.

Applications will be reviewed as they are received. Submissions without cover letters will not be considered. Applicants who best match the position needs will be contacted

Deadline: Friday 10/09/2021 at 4:00 Pm. CAT

Note: Females are highly encouraged to apply and only short-listed candidates will be contacted. Application files once retained will not be returned as well as original academic documents so please submit photocopies.

Please, no telephone inquiries. For more information about CIDO visit www.cidosouthsudan.org

'CIDO is an Equal Opportunity Employer and committed to maintaining a diverse workplace'

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