



INTERNATIONAL MEDICAL CORPS

Headquarters: 1919 Santa Monica Blvd., Suite 400, Santa Monica, CA 90404 • (310) 826-7800 • Fax: (310) 442-6622
Washington, D.C. Office: 1313 L St. NW, Suite 220, Washington, DC 20005 • (202) 828-5155 • Fax: (202) 828-5156
www.imcworldwide.org

JOB VACANCY-RE-ADVERTISEMENT

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document

Job Title:	Primary Health Care Coordinators # 3
Country Program:	South Sudan
Location of Position:	Malakal, Akoka, Baliel
Position Opened for:	South Sudanese only
Desired Start Date:	1st Aug'2021
Advertised date	15th July'2021
Closing Date for Applications:	28th July'2021

Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

Job Purpose:

The PHCC, will ensure PEHSP coordination, planning, implementation, supervision, capacity building of health cadres, activity monitoring, logistics, and procurement, set up and implement BHI, reporting and coordination with PEHSP Lot 3 Manager in collaboration with the CHD, local authorities and other NGO partners. The PHCC will be based at X County and roving to all IMC supported health facilities and Bomas in the county. He or she will be responsible to ensure the quality of care and effective management of health services in these facilities through conducting analysis of quality of clinical services provided, preparing reports, liaising with State Ministry of Health and



CHDs, supporting effective program management and documentation of medical supplies, and conducting on-job and formal trainings.

Essential Job duties / Scope of Work:

To perform this job successfully, an individual must be able to perform each essential function:

Program Management

- He/she will provide leadership in the implementation of PEHSP project to the team on ground and the CHD, ensuring that the project achieves its objectives of improving primary health care services.
- Prepare detail work plan and budget plan for the primary health care program and ensure that the planned activities are implemented according to the work plan within the planned budget with good quality as per the national MOH and IMC standards
- Together with CHD, he/she will ensure that staff payroll is properly managed, and qualified staffs are in place in all the health facilities.
- Support the CHD to improve on the management of the health facility and particularly ensure that monthly facility supervision is undertaken and incentives for the health facilities paid on time.
- Actively participate in direct supervision and ensuring adherence to MOH guidelines and treatment protocols.
- Ensure appropriate spending of the project budget in accordance with donor commitment and IMC policies.
- Ensures application and compliance of security protocols and policies

Technical Support and Capacity Building

- Monitoring health facility services quality, ensuring compliance with MoH and donor guidelines, and identifying training and improvement needs in a timely manner.
- Provide technical support, advice, and on-job training to health facility staff as needed, prepare recommendations and training reports, and follow implementation of correct guidelines and procedures.
- Continuously conduct reviews and audits of diagnosis and treatments conducted for accuracy and appropriateness, preparation of reports, and working with clinic staff to correct any issues
- Identify and report health facility needs, challenges, and any issues in a timely manner, and propose innovative and cost-effective solutions to resolve issues
- Conduct joint Supportive supervision with CHD to the health facilities and ensure that all staff conduct their duties well and within IMC and Ministry of Health (MoH) guidelines.
- Track opportunities to mentor, strengthen and build capacity of health workers in all supported health facilities by organizing trainings for health staff and ensuring that areas of weakness are addressed through on-job and formal short-term trainings.
- Ensure proper referral system is put in place per the agreed medical referral protocol
- To check and verify health data collected from the health facilities and ensure accuracy and quality at the health facilities and in the DHIS2 system at the County Health department prior to submission.
- Closely track the drug consumption and other medical supplies and ensure timely requisition, procurement, and distribution.



- To work with the County health department to develop community Health structures through effective implementation of BOMA Health Initiative (BHI).
- Ensure daily health education activities are carried out for all patients, care givers and co-patients within each health facility, with all relevant and accurate information, in a participatory manner that promote adoption of good health and good hygiene practices as well as good health seeking behavior.
- Ensure staff complete patient cards, health facility DHIS registers, tally sheets, statistics forms and reports accurately and that they maintain them properly.
- Provide support supervision to health facility staff at their work, ensuring that they are familiar with all aspects of their position, are following guidelines and providing services as expected.
- Represent the organization to the authorities in the assigned locations and liaise with the other actors dealing with health in the area.
- Together with the CHD, She/he ensures overall management of junior staffs under harmonized scale by ensuring time sheets are submitted, staff's appraisals are in place and attendance list signed on daily.
- Ensure regular and adequate drugs and medical supplies to avoid stock outs in coordination with relevant medical and logistic personal and end rational use of drugs.
- Ensure vaccination and catch up campaigns are carried out in the in the county when need be based on schedules and guidelines from MoH.
- Ensure proper Infection Prevention and Control (IPC) system is in place for all the supported health facilities, through staff training, distribution of relevant IPC SOPs, job aids and guidelines, developing and dissemination of waste management plans for all the supported HFs
- Ensure that health facility staff are trained and are using the South Sudan Standard Treatment Guidelines (STGs)

Monitoring Evaluation, Learning and Accountability (MEAL)

- Ensure Health IDSR data from all the health facilities are submitted on weekly basis into EWARS
- Ensure DHIS2 data is reviewed and entered in to the DHIS2
- Conduct Routine Data Quality Assessment (RDQA) on monthly Basis at supported health facilities
- Support capturing and documentation of success stories that will reflect the positive impact of PEHSP project in the assigned location.
- Ensure GRM and AAP are operational and reporting community grievances and complains
- Conduct emergency surveys, needs assessments, and data information for on-going programming and contribute to concept notes and proposal developments.
- Submit a daily, weekly, and monthly report to program Manager

Representation and Coordination

- Facilitate Coordination meetings with all partners at County, review meetings with health facility in charges at health facilities, BHI meetings and participate in health-related forum/meetings at the County level and State level if required.
- Establish a good working relationship with the community health committees and community leaders in the supported clinics catchment areas.

Prevention of Sexual Exploitation and Abuse



- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within International Medical Corps and amongst beneficiaries served by International Medical Corps.

8. Other duties as assigned.

- The duties and responsibilities listed are representative of the nature and level of work assigned and are not necessarily all inclusive.

Compliance & Ethics: Promotes and encourages a culture of compliance and ethics throughout International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity. Communicates these values to staff and to partners and requires them to adhere to these values.

Personnel Qualifications (special training/experience required) provide 6-7 requirements

- Degree in health-related course e.g. Public Health, Health Management or Epidemiology. Prior qualification in Medicine, clinical medicine or Nursing is a plus.
- Knowledgeable of the Health System Strengthening principles and approaches

Experience:

- Must have at least 3-5 years of experience in managing primary health care services under Health Pooled Fund (HPF), PESHP or any International humanitarian NGO.
- Previous experience of working in South Sudan and Ability to work in Upper Nile and Jongle States
- experience in an operations management role
- Experience in project management in the humanitarian sector
- Profound cross-cultural awareness and insight into health care issues
- Ability to exercise sound judgment and make decisions independently
- Extremely flexible, and can cope with stressful situations and frustrations
- Ability to work collaboratively with donor agencies, international organizations, and other foreign and domestic government officials and partners.
- Creativity and the ability to work with limited resources
- Excellent decision-making skills

Competency:

- An Excellent negotiation skill for engagement with SMOHs, CHDs, HPF, other Health & Nutrition actors and internally within IMC.
- Ability to read, write, analyze, and interpret, technical and non-technical reports in the English language.
- Ability to effectively present information and respond appropriately to questions from senior managers in the field and country office, senior government leaders and other related regional players
- Excellent computing skills including Microsoft Office packages such as MS Word, Excel, Power Point and Databases

Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within International Medical Corps and amongst beneficiaries served by International Medical Corps.



HOW TO APPLY:

Interested candidate (**South Sudanese Nationals**) who meets the above criteria, should submit their Application (cover letter) indicating daytime, contact numbers, copies of Updated CV with at least three referees, their telephone and email contacts, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to makech@internationalmedicalcorps.org Or nmonykuich@internationalmedicalcorps.org. Hand delivered applications should be submitted to Malakal IMC Office HUB.

Note: Clearly indicate the position you are applying for on the back of your Envelop OR on subject line of your e-mail.

Closing date for receiving application: 28th July'2021

We appreciate your Applications; however, Only Shortlisted Candidates will be contacted for interviews. And recruitment will not reached the dateline as due to urgent need of the position.

Website for reporting misconduct: www.InternationalMedicalCorps.ethicspoint.com. Please do not submit your CV or application to this website, it will not be considered for review

