

## BHI Officer - Vacancy

**Organization:** Comitato Collaborazione Medica CCM

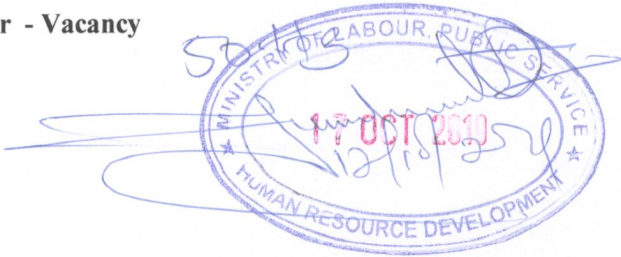
**Position:** BHI Officer

**Number of Positions:** (1)

**Location:** Kapoeta

**Start Date:** As soon as possible

**Reports to:** Lot Coordinator



### JOB PURPOSE

The BHI Officer will support CCM in managing BHI activities in the project area. The incumbent will provide technical support through regular supervision, ensure efficient functioning of BHI programme, facilitate the capacity building of local concerned institutions (CHD) and local health staff, improve the data collection and reporting system, according to RoSS guidelines and tools, improve linkage between community health activities and health facilities, collaborate with CCM project team for the timely and effective implementation of project activities.

### MAIN DUTIES AND RESPONSIBILITIES

- To be responsible for the implementation, development and monitoring of the BHI programme in the project areas
- To organize and conduct trainings based on the identified needs
- To ensure coordination with the CHD and any other relevant stakeholders
- To proper and timely collect and present programmes results
- Support Programme Manager developing periodic reports.
- Support Programme Manager in dealing with any other tasks as may be required

### SPECIFIC RESPONSIBILITIES

#### Programme implementation, development and monitoring

- Organize and conduct with CHD joint routine supervision and monitoring of BHI programme in the project area;
- Set up a drug supply system that maintains a regular supply of essential medicines and equipment while ensuring good storage of drugs and equipment and efficient safe distribution;
- Assist Programme Manager in conducting Programme Data Review;
- In collaboration with CHD, organize and implement trainings and refresh trainings for the local health staff, based on identified training needs and according to the work plan established;
- In collaboration with CHD, supervise health activities at health and community levels;
- Ensure that BHI programme utilize standardized protocols, policies and guidelines as prescribed by MOH, CCM and donors;



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- In collaboration with CHD, provide continuous capacity building, monitoring and supervision of BHTs and supervisors;
- Support the systematic delivery of Health, Hygiene and Nutrition education messages to the target programme beneficiaries and the entire community;
- Develop and share field visit reports with relevant CCM staff;
- Assist Programme Manager in developing monthly, quarterly and annual work plans as per CCM and donors' requirement;
- Ensure activities are conducted as per work plan;
- If required, participate in the conduction of need-assessments and/or surveys in the project catchment area and assist Programme Manager in the development of new project proposals;

#### **Programme coordination within the Programmes and with partners**

- Assist in coordinating across the different components of the projects to ensure effective integration of health services;
- Organize and lead weekly meetings with CHD and other relevant partners and authorities;
- Represent CCM in the stakeholders' fora at County and State Level if needed;
- Assist Programme Manager during preparation of monthly and quarterly meetings;

#### **Accurate and timely collection, presentation of Programmes results**

- Periodically report to Programme Manager on the activities performances, main challenges and lessons learnt and ensure all activities are carried out accordingly to the work plan;
- Submit timely and quality reports as per CCM and donor requirements and provide inputs, information and statistics for monthly, quarterly, annual and other reports;
- In collaboration with CHD, Ensure the health project reporting protocols are implemented according to the national guidelines and reports submitted in time,

#### **Key Qualifications and requirements:**

- At least diploma or equivalent academic qualification in Clinical Medicine, Public health or equivalent.
- At least 3 years of relevant work experience in the primary health care supervision activities
- Excellent written and spoken English
- Proficiency in MS office
- Flexibility and willingness to work in remote areas
- Ability to work under pressure

#### **Application Procedure:**

Interested applicants can submit updated CV, cover letter, relevant academic certificates and contact details of at least 3 professional references to the following email: [recruitment.ssd@ccm-italia.org](mailto:recruitment.ssd@ccm-italia.org)

Mention the position in the subject line.

Hand delivery to: CCM Juba Office located in Thong Piny, Airport Road (opposite Ruweng Coordination office) to the attention of the **HR Department – CCM** (please indicate the position you are applying for on the envelope).



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**Closing date: 6<sup>th</sup> November 2019**

***Please Note:*** Position is open to South Sudanese only. Due to the urgency of the position, candidates will be shortlisted on a rolling basis and the position will be assigned as soon as the best candidate is identified.  
***Female candidates are encouraged to apply.***

