

Health Pooled Fund 3: South Sudan

Job Title: Project support officer (1Position) Reporting to: Project Coordinator

Location: Juba, South Sudan Start date: 16th September 2019

Approved
JJA



1. Who we are

ShimaHR consultants is a Human Resource Consulting and Outsourcing Company that is currently managing the Human resource component of the Health Pooled Fund (HPF)

HPF began its third phase of programming (HPF3) in July 2018 and is planned to run until 2023. The project is funded by the British Government's Department for International Development (DFID), the Government of Canada, the Swedish International Development and Cooperation Agency (SIDA) and United States Agency for International Development (USAID).

HPF3 merges two previous health programmes, HPF1 and HPF2 supporting services in eight state hubs of South Sudan formerly known as: Eastern Equatoria, Central Equatoria, Western Equatoria, Northern Bahr el Ghazal, Western Bahr el Ghazal, Warrap, Unity and Lakes.

The programme has the following 4 principal outcomes:

- Enhanced delivery of integrated health services through a network of health facilities.
- Expanded Community health services for the prevention and treatment of common conditions.
- Strengthened management of the Supply Chain for essential drugs and commodities.
- Stabilize health systems that are responsive and accountable to the needs of communities and individuals accessing health services.

2. Position Summary

The Project support officer will work with the project coordinator to ensure complete delivery on the HPF3 project. She/he will respond to queries of Implementing Partners and government when appropriate with guidance from the Project Coordinator. The successful candidate should be willing to be posted to any of the 8 former state hubs of south Sudan mentioned above and can be rotated based on needs.

3. Responsibilities

- Supporting the Project Coordinator in daily operations of Health Pooled Fund, including attending meetings at state or county levels.
- Support overall program planning, budgeting and supportive supervision for the state ministries of health, county health department and implementing partners.
- Support coordination of SMOH regular stakeholders' quarterly review and oversight committee meetings
- Support the Project Coordinator to conduct technical reviews, identifying areas of underperformance.
- Support the knowledge management and file all project documents appropriately
- Support the Project Coordinator to maintain an up to date project asset inventory at all times and work with the Project Coordinator to take due care of project assets
- Support the Project Coordinator to ensure sound financial management of HPF funds, including support to the monthly reconciliation and reporting process
- Participate in Identification of risks that could affect the project and ensure that these are clearly communicated to the Project Coordinator while proposing mitigation strategies.
- Support the Project Coordinator to monitor the project schedule, reporting promptly any delays.
- Support the completion of administrative duties, including personal administration, such as the timely completion and submission of monthly timesheets to the HR manager in Juba.

4. Requirements

- Diploma /Bachelor's Degree in health-related field or public administration with minimum three of year's professional management or implementation experience
- Thorough familiarity with word processing, spreadsheet, and project scheduling computer applications and ability to work with database applications,
- Ability to work effectively as a team member and independently,
- Demonstrate the ability to transfer skills effectively.
- Demonstrated experience in planning, budgeting and financial management
- The candidate must have excellent English written and verbal communication skills
- Strong stakeholder coordination skills required
- Must be a South Sudanese National

5. Duration

Annually renewable contract anticipated September 2019-June 2023(program period) pending availability of funding and good performance.

How to Apply

Interested candidates may submit their application attaching a current CV detailing their experience for the post including daytime telephone contacts and three referees, preferably previous line managers to recruitment@shimahr.com on or before Monday 19th August, 2019. Hardcopy applications can be delivered at Health Pooled Fund Office, Tong pin down American residency road, near Turkish embassy.

Only shortlisted candidates will be contacted