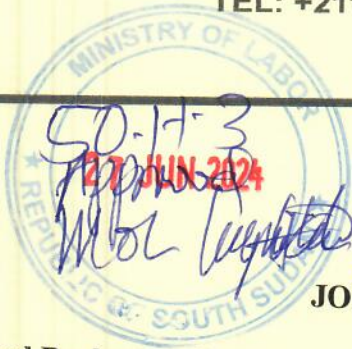


SUPPORT FOR PEACE & EDUCATION DEVELOPMENT PROGRAMME

P.O BOX 414 JUBA, SOUTH SUDAN

TEL: +211 (0) 925 002 060 / +211 (0) 925 350 009

Email: spedp@gmail.com



Date: June 27, 2024

JOB ADVERTISEMENT

Organizational Background

Founded in 2007, Support for Peace and Education Development Programme (SPEDP) is one of the leading National NGOs in South Sudan. SPEDP believes in an Inclusive and Transforming Society and Lives in Peace and Dignity through building resilience and empowering communities towards finding durable solutions to their civic and social economic challenges. SPEDP support projects in Resilience Building (education, food security and livelihood, peace building, human rights and governance); Health and Nutrition, Humanitarian Response (WASH, NFI, Protection/GBV, Climate Change and Environmental Conservation) and Research and Innovative (MEAL, Communication and documentation) in three counties; South Sudan, Uganda and Democratic Republic of Congo (DRC).

Details for the position:

Job Title:	LOT COORDINATOR (1)
Duty Station:	Greater Mundri Counties 70% and Juba 30%.
Position Reports to:	The Senior Programme Officer, Health and Nutrition
Desired Start Date:	ASAP
Closing Date for Applications:	July 17, 2024

Position summary

SPEDP is seeking to recruit a competent and experienced South Sudanese for the position of LOT COORDINATOR with part placement in Greater Mundri (Mvolo, Mundri East and Mundri West) (70%) and Juba (30%) to provide overall leadership and management of the HSTP Project in Lot 30. HSTP project is supported with funding from World Bank/Government of South Sudan through UNICEF. The LOT COORDINATOR will be responsible for overall planning, coordination and representation of the project and management of 43 health facilities (1 Hospital, 9 PHCC and 33 PHCUs) in Greater Mundri (Mundri West, East and Mvolo Counties). He/She will establish working relationship with the local authorities, partners and stakeholders such Project Manager, Medical Logisticians, MEAL Officers, Facility Managers, Midwives and Nursing Officers and Government Institutions to ensure effective and efficient service delivery.



Core Activities/Responsibilities

- Overall Officer incharge of the HSTP Project in Lot 30 – Greater Mundri
- This position will be 70% in the field and 30% in Juba SPEDP Office
- Coordinate project activities and ensure effective, efficient and timely delivery of planned project services
- Represent SPEDP in cluster meetings at the National/State levels including other related project meetings with Government and UNICEF
- Work closely with all stakeholders in the project Government Institutions; RRCs, CHDs, Health Facility Managers (Hospital, PHCCs, PHCUs), BHIs, N/NGO partners and Community
- Provide support and mentorship to CHD, Health Facility Staff and SPEDP staff in establishing, maintaining a standard supply chain system at all levels and proper use of HMIS and supervision findings for consumption
- Advice and support the establishment and sustainability of the health structure at the county, Boma and payam and ensuring that the project team are update with their roles.
- Develop detailed activities plan, manage implementation in line with project proposal activities, and follow up the project Log frame.
- Ensure proper management of cases and proper referral pathways are followed.
- Conduct and coordinate continuing medical education and trainings to the staff as planned in the project document.
- Follow and verify health data from health facility pharmacies and ensure accuracy and quality at the HFs and ensure the data are entered to the DHIS2 system at the CHD prior to supervision in conjunction with medical logistician and M&E Team
- Actively participate in direct supervision and ensuring adherence to MOH guidelines and treatment protocols
- Coordinate with CHD to ensure active effective implementation of BHI program
- Identify, discuss and make recommendation to obstacles, challenges and anything/issues that may hinder project implementation
- Compile monthly and quarterly progress project reports to UNICEF
- Manage project budget/workplan to ensure appropriate spending in accordance with donor requirements.
- Initiate and manage research studies and evaluations required by management and field team leveraging necessary resources in coordination with senior program officer research and innovation.

Logistics

- Work with the logistic staff to conduct regular assert inventory and ensure proper maintained of existing assets on the ground.
- Have updated assets register and proper use.
- Close tracking of drugs consumption and other medical supplies, timely requisition, procurement and distribution
- Participate in procurement of items/ goods at field level in coordination with SPEDP team guidelines and policies



- Request, lead coordination, delivery and management of project inputs (motorcycles, office equipment/furniture, phones, computers, cold boxes and other project items) in coordination with logistician and CHD team
- Plan and submit the financial and material requisitions
- Follow up on approvals and coordinate the delivery of monthly staff incentives and activities money
- Manage project finances and ensure proper accountability of the project expenses in the field.
- Leads custodian and maintains project assets in the field.

Staff management

- Together with CHD , he/she will ensure overall management of subordinate staff under incentive pay by enduring timesheets are submitted , staff apprised are in place.
- Together with finance and admin, he/she will ensure staff pay role is properly managed
- Over role preparation of staff, pay role in consultation with CHDs.

Monitoring and evaluation

- Spear head the execution of planed project management monitoring evaluation, research and learning framework.
- Plan and implement monitoring and evaluation theory of change is achieved in project activities in consultation of with the donors, SMOH, CHD and SPEDP senior management team.
- Ensure proper documentation of project response activities.
- Regularly evaluate the evaluation the progress towards HTSP/MDTF objectives within the program impact area (PLA).

Communication and documentation

Ensure accurate and timely communication among the field team and communication with the donor requirements.

Internal:

- Head of Programs (Program Director)
- Senior Program Officer, Health & Nutrition, Research and Innovation.
- MEAL Coordinator
- Reproductive Health, Boma Health and Public Health Officer.

External

- MOH and CHDs
- SMOH and CHDs
- INGO and NNGOs
- Donors
- PMU-MOH.

Coordination



- Represent SPEDP in meetings with clusters at both the state and National ministry.
- Develop and maintain transparent and honest communication and relationship with stakeholder's government, CHD and implementing partners.
- Represent SPEDP in inter-agency coordination meetings and communicate government and SPEDP policies, rules and regulations governing the implementation of the Integrated Community Based Disease Surveillance (ICBS) project at county level.
- In collaboration with the SMOH, UNICEF and other agency, she/she will guide the training of field staff on thematic areas planned for training.
- Present the organization in required meetings, at County or state level or national government level.

Education Qualification and Experience

- Master in Public Health or in Health Services Management from a recognized institution.
- A Medical Doctor with MBBS or similar qualification from a recognized institution.
- Good interpersonal skills
- Experience of not less than three years in managerial positions preferably with an organization or similar settings and more especially in public health settings
- Knowledge of the DHIS2 and its application to generate information for program improvement.
- Proficiency in computer application.

Application procedures:

Interested candidates should drop their application Letter, Updated CV, academic documents National ID and three referees addressed to Human Resources Department, SPEDP Head Office – Juba, located at Hai Seminary, Gudele Road Behind Furniture World Co. Ltd.

P.O. Box Number: 414, Juba, South Sudan or must submitted to our Mundri Office located at YEDA Compound behind Mundri Hospital not later than **July 17, 2024 at 4:00 PM Central African Time.**

For online applications you can use through the following email address; recruitment@spedp.org. Or visit our website: www.spedp.org

NB: Due to the urgency of the position, applications will be reviewed on a rolling basis and only shortlisted candidates will be contacted.

"Female applicants are highly encouraged to apply"

