



## JOB VACANCY ANNOUNCEMENT

**External**

**NO: MABAN.MBN/2021/08/17-N**

**Job Title:** Health Officer ( Subject to Funding)  
**Location:** Maban  
**Reports To:** Health Project Coordinator  
**Start Date:** Subject to funding  
**Eligibility:** South Sudanese National Only preferably from **Maban County**

**About RI:** Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty. Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

### Job summary:

The Health Officer is responsible for the day-to-day implementation of the CERSHP project at the health facilities level. He will oversee the performance of the Primary Health Care Center (PHCC) and the Primary Health Care Unit (PHCU) ensuring that they operate in line with the national guidelines through building the capacity of the PHC staff. The health officer will handle a range of tasks as monthly and quarterly reporting, supplies management, assessing and responding to rehabilitation needs of the



health facilities, participation in joint supportive supervision (including conduct of QSC) and attending program meetings.

### **Main Roles and Responsibilities**

- To check and verify health data collected from the health facilities and ensure accurate and quality data at the health facilities and in the DHIS2 system at the County Health Department prior to submission.
- Identify and report health facility needs, challenges, and any issues in a timely manner, and propose innovative and cost effective solutions to resolve issues.
- Provide technical support, advice and on-job-training to health facility staff as needed; prepare recommendations and training plans 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 facility staff to correct any issues.
- Ensure proper infection prevention system is put in place in all supported health facilities through staff training, distribution of relevant IPC SOPs, job aids and guidelines; developing and disseminating waste management plans for all the supported health facilities.
- Strengthen stock management system for medications, equipment and other medical supplies, including monitoring of tracer drugs and maintaining of buffer stock at the health facility level.
- The health officer is expected to participate in program meetings (Weekly, Monthly and Quarterly).
- The HO is expected to organize and facilitate health facilities meetings alongside the facility in charge; ensuring that minutes for each meeting are documented and copies kept at the facility.
- Responsible in supporting the health facilities in organizing weekly immunization outreach sessions as well as the Bi-weekly village immunization days; ensuring that all EPI staff fully participate in these exercises, planning for all required supplies (Vaccines and vaccine accessories)
- The Health Officer is required to strengthen the component of Accountability to Affected Population (AAP) at all the supported health facilities. The officer will be required to mentor the facility staff on the use of the AAP register, and ensure that the facility in charge submits AAP report at the end of every month alongside the monthly health facility reports.
- His/her will be required participate in Joint support supervision with the County Health Department and/or UNICEF.
- Supplies management: The health officer is required to take a track of the World Bank Supplies delivered to Maban. The Health officer is required to work alongside the CHD EPI focal point to ensure regular inventory of vaccines is done at the County Cold Chain center as well as at the respective health facilities in which there is cold chain, and an upto date report to be submitted every month. The HO will also be required to
- Actively participates in direct supervision and ensuring adherence to MOH guidelines and treatment protocols.





- On reporting, the health officer will be required to validate/verify all monthly reports from the health facilities before they can be compiled and submitted. He will also have to ensure that data entered into the DHIS2 should be in line with the data that is submitted to UNICEF. The HO is expected to identify reporting gaps in the supported facilities, and provide training on documentation and reporting where required.
- Be in position to act in the absence of the health project coordinator, handling a number of project implementation tasks.
- Any other tasks as may be entrusted by the supervisor.
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**Policy compliance – Mandatory Reporting Policy (MRP):**

- Ensure any violations of the RI Sexual Abuse and Exploitation Code of Conduct are reported to the Program Manager. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by RI and other humanitarian workers

**Note:**

- The role of the **Health Officer** cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues, which arise, must be addressed accordingly. Therefore, the **Health Officer** will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.

**Job qualification and Minimum Required:**

- Diploma in Clinical Medicine and Public Health from a recognized institution, with at least 3 years of clinical experience.
- Have good communication, Supervisory and Reporting skills; with knowledge on basic computer applications.

**General Condition:**

- Applicant must not be person who has bad record or has been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child abuse.

**We would like to share Relief International's values with you:**

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation



- Collaboration
- Sustainability

#### HOW TO APPLY:

Aspiring potential interested applicants should complete **Job application form**, which can be collected at Relief International office in **Doro, Batil** or this form can also be downloaded from same website this advertisement is posted.

The job application form once completed, should be submitted along with motivational letter and copies of academic documents in seal envelop clearly marked **Boma Health Initiative Officer ( BHI )**

**NO: MABAN.MBA/2021/08/17-N** to Relief International office in **Maban**

OR

Send your completed job application form via Email to [recruitments@ri.org](mailto:recruitments@ri.org)

**Deadline:** August 28<sup>th</sup> 2021, 5 pm SSD local time.

- Females are highly encouraged to apply
- Only shortlisted applicants will be contact

