



HEALTHCARE FOUNDATION ORGANIZATION

To improve and advance the "Quality of Healthcare" in South Sudan and its Regions



JOB VACANCY ANNOUNCEMENT VA/HFO/SSHF/065/2022

Job title:	Roving Project Officer (1 position)
Reporting to	Project Manager
Department:	Health
Hours:	40 hours per week
Duty station:	Juba, South Sudan with 20% and 80% in field
Opening date	December 23 rd , 2022
Closing date	January 13 th , 2023
Starting date	ASAP

BACKGROUND

Healthcare Foundation Organization (HFO) was founded in 2015 in South Sudan over 7 years ago and has built a long-term, local presence in Equatoria Region (Central Equatorial State, Upper Nile Region (Jonglei State, Fangak, Ayod and Canal/Pigi Counties), Upper Nile state, Panyikang county, Unity State, Rubkona, Guit, and Leer Counties) and Bahr El Ghazal Region (Northern Bahr El Ghazal, Aweil East County) & Warrap State, Twic East, and Gogrial East Counties). Regional Office in Sudan with head office in Khartoum, White Nile State, and the Blue Nile States. Our Country team of advisors uses their specialist expertise in Health, Nutrition, Protection, Food Security, Education and Water, Sanitation, and Hygiene. We work in the above States to support over 300,000 population through developments and humanitarian aid projects.

HFO has been working in South Sudan since 2017 and is currently working in four States. Our services are in line with Humanitarian core policies and are tailored for specific South Sudan organizations, initiatives, and regions. HFO would like to implement an anticipated Program. For more information, please visit HFO's website at www.hfo-ss.org We wish to recruit interested and qualified applicants for the following position:

OUR VISION STATEMENT

HFO envisions empowered, holistically transformed and peaceful communities growing in unity and diversity towards self-reliance.



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Website: <http://hfo-ss.org>

Email: info@hfo-ss.org / healthcarefoundation.org@gmail.com

Address: Kololo road behind Catholic University of South Sudan / Opp. UNIDOR Office / Plot No: 143 blocks (1) Juba Nabari (Tongpiny, Khartoum Regional Office at GAH Compound)





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OUR MISSION STATEMENT

HFO exists to inspire, empower and transform communities to move towards self-reliance through the provision of holistic social services and development assistance.

1.0 PURPOSE OF THE POSITION:

1.1 Specific Responsibilities:

Scope: The project Officer will be part of the health and Nutrition team in state field offices and works towards strengthening community-based surveillance of the Gavi project in support of the RAECH project to ensure zero child dose is achieved through trained EPI vaccinators and social mobilizers, through routine immunization as well as priority infectious diseases. H/She will support the team in training at the community level and facility-based health providers to ensure that Surveillance is an integral part of the activities. The project officer will have a big role to play in ensuring that Gavi program projects are accepted by the beneficiary community by working with CHD, Community health workers (CHWs), and other community-level stakeholders such as Community Health Volunteers (CHVs) to improve the awareness of the community to identify and report vaccine-preventable diseases and priority zoonotic diseases.

2.0 Major Duties and Responsibilities

- Prepares annual, quarterly, and monthly plans for the effective execution of the project activities as stipulated in the project document.
- Travels frequently to project areas and mobilizes related stakeholders and beneficiary communities as per the project activities and agreement signed with donors to fulfill the objective of the project.
- Prepares and submits field visit reports, monthly and quarterly project review reports, technical progress reports, and financial reports to the health department team in Juba.
- Establish community-based surveillance activities for case detection and reporting, community awareness raising, and participation
- Conduct monthly and quarterly review meetings with the facility technical staff to identify gaps and share with the Juba team in Respond
- Support Community sensitization on routine immunization, Prepare and distribute IEC materials for community mobilization
- Identify and facilitate maintenance of non-function cold chain
- Improve documentation, reporting, and utilization of immunization data
- Mainstream immunization using structures of main religions to improve immunization coverage

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- Represent HFO to local communities, government departments, and local/international partners.
- Report writing and submit both donor and Government on monthly, quarterly, Bi-annually, and annually.
- Support the target woredas during micro-planning, performance monitoring, and evaluation of EPI and disease surveillance.
- Provide a programmatic update on a regular base at least twice a month for the project manager.
- In the case of a major humanitarian crisis, the role holder will be tasked for the additional role as required

3.0 Monitoring & Evaluation

- Conduct Joint supportive supervision with Government staffs to strengthen effective partnerships and strengthen targeted immunization service to improve routine immunization coverage
- Ensure that project intervention adhere to HFO's core policy documents, guidelines and internal technical strategies
- Promote the quality of the HFO's assigned immunization programs by setting up monthly quality of care assessments and analysis of findings and feedback to the supported target location. This will include EPI audit reports and checks in collaboration with the field team-based health staff including Juba based.
- Budget monitoring and preparing Activity, Spending, and procurement plans.
- Conduct regular health facility assessments to improve immunization coverage and active case search and provide technical supervision to support facility staff on monthly bases

4.0 Manage knowledge-building and sharing and advocacy efforts:

- Maintains coordination and linkage with various stakeholders at the state and county level and performs other related activities as assigned and required.
- Train community health volunteers including community health workers on the Gavi project-related activities on Immunization
- Provide technical supervision and support in the HFO health projects areas of Jonglei and Upper Nile states
- Elaborate directions and training to project staff focusing on appropriate approaches and methodologies; conceptual and practical frameworks; standards and tools for effective and quality delivery of immunization programmers.

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5.0 Key Performance Indicators:

- Effective coordination and relationship.
- Timely preparation of reports and submission to the Juba Health team.
- Effective and facilitation of donor gender working group
- Community engagement and mobilization
- Timely monitoring of field activities.
- Understanding of staff on results-based management and planning in line with HFO guidelines and donor requirements

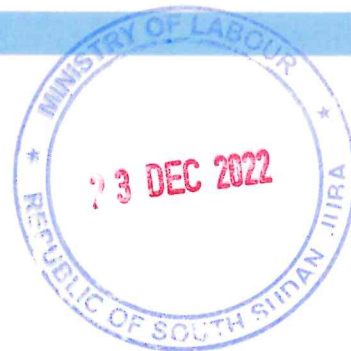
Competencies

6.0 Core Values:

- Respect for Diversity.
- Integrity.
- Professionalism.
- Effectiveness
- Innovation

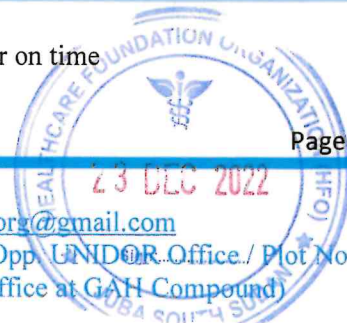
7.0 Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues.
- Accountability.
- Creative Problem Solving.
- Effective Communication.
- Inclusive Collaboration.
- Stakeholder Engagement.
- Leading by Example.



8.0 Functional Competencies:

- Ability to develop detailed operational plans, budgets, and deliver on time



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- Ability to synthesize programme performance data and produce analytical reports to inform management and strategic decision-making.
- Ability to formulate and manage budgets, manage contributions and investments, and manage transactions.
- Ability to implement new systems and affect staff behavioral/ attitudinal change.
- Strong analytical skills.
- Strong knowledge of Results Based Management and reporting.
- Demonstrates good oral and written communication skills.
- A proven ability to liaise with stakeholders and partners, including government, civil society, international organizations, and grassroots organizations.
- Knowledge and understanding of the social, cultural, and political context of South Sudan and its relation to gender.

Required Skills and Experience

9.0 Education:

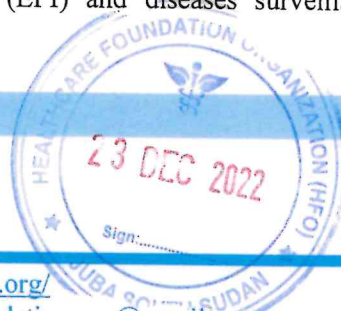
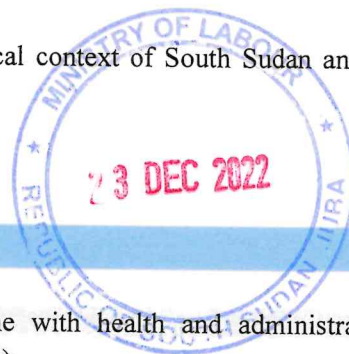
- BSc. of Public Health, Nursing, Diploma in Clinical medicine with health and administrative experience on data/statistics in primary health care services (HMIS),

10.0 Experience:

- A minimum of 4-6 years of relevant work experience, 4 years of relevant experience with the first degree and 2 years of relevant experience for post graduate. Work experience in immunization is an asset. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- Good project management skills. Ability to plan, organizes, and supervises implementation of community-based Surveillance activities.
- Understanding of Expand program of immunization (EPI) and diseases surveillance program implementation and policy in South Sudan.

11.0 Languages:

- Fluency in English is required.




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12.0 HFO STATEMENT:

- HFO staff must adhere to the values and principles outlined in the HFO Code of Conduct and Ethics, HR Policy Manual, Prevention from Sexual Exploitation and Abuse policy, GBV, and Child Safeguarding Policies.
- In accordance with these values, HFO enforces policies on beneficiaries, partners, and services providers to protect the Vulnerable groups from being exploited and to ensure a safe environment free from harassment.

13.0 HOW TO APPLY:

- ✓ Applications should be addressed to Human Resource & Administration Manager by quoting the vacancy number not later than **January 13th, 2023 @ 5.00 PM.**
- ✓ Applications received after this date will not be considered and submitted using the email address: recruitment@hfo-ss.org and copy recruitmentshfo.org@gmail.com
- ✓ Due to limited internet space, **HAND DELIVERY** of Applications is allowed, and please find the address of the HFO Office below this advert.
- ✓ Hand delivers to HFO security Guard in Tongpiny, off Catholic University of South Sudan or Near to UNIDOR Office
- ✓ Due to the urgency of these positions, applicants **WILL BE** selected on a rolling basis and before the dateline.
- ✓ Qualified female applicants are particularly and strongly encouraged to apply!

HFO Employment statement: Healthcare Foundation Organization (HFO) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, or marital status

