



Job Advert

Job Title: Medical Doctor

Date: 22/06/22

Kapoeta Mission Hospital Medical Doctor

Caritas Torit is a subsidiary of the Catholic Diocese of Torit. It is registered in 2013 with the Ministry of Justice in accordance with the New NGO Act 2003 further registered with RRC in 2016 under chapter 3, section 10 of NGO Act 2016. The headquarter of Caritas Torit is in Torit, Eastern Equatoria State. Caritas Torit engages in extensive multi-sectoral humanitarian and development programmes in all counties of Eastern Equatoria State.

Caritas Torit is seeking Medical Doctor to work in Kapoeta Mission Hospital in Kapoeta South County. The medical doctor reports to the Health Program Manager report to her/him. He / She will be full time in the facility.

Summary of the Functional Duties and Responsibilities of the Medical Doctor.

1. Conducts the routine clinical services required of a physician in the hospital.
2. Makes referrals to the appropriate level of patients whose medical or surgical needs are beyond the capability of Kapoeta Mission Hospital.
3. Implements health policies of the Catholic Diocese of Torit in the hospital.
4. Carries out management oversight of the Hospital.
5. Coordinates CDoT health programme with key Health stakeholders including the government, humanitarian and development partners in the County and State.
6. Send Monthly, quarterly and annual health reports to the Health Program Manager and Executive Director Caritas Torit.
7. Submits the mandatory reports from CDoT facilities to the State's Health Department.
8. Mentors' health programme personnel at the hospital to ensure efficiency.
9. Appraises the performances of the hospital staff and recommends appropriate responses based on performance appraisal.

10. Advises the top leadership of the Catholic Diocese of Torit on sustainability of Kapoeta Mission Hospital based on facts.
11. Works closely with the Health Programme Manager of CDoT.
12. Represents the Catholic Diocese of Torit as well as Caritas Torit in health forum at the County.
13. Ensures that all assets of the health programme are kept in safe and optimum conditions.
14. Ensures that staff discipline is always upheld high in the hospital.
15. Maintains all records and data of health programme in the hospital in a way that is safe, appropriate and accessible.

Qualification and Competences of the Applicant

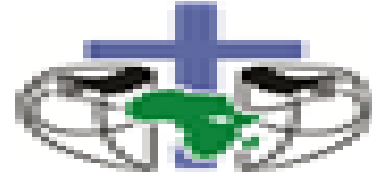
1. The applicant for this position should be a medical doctor who has completed studies from a reputable medical school. A masters' degree in medicine or public health is a bonus. And can perform surgery.
2. The applicant should be a national of South Sudan with a nationality certificate as a proof.
3. An experience of three years of work in hospital.
4. Applicants should demonstrate adequate level of at least spoken Arabic or colloquial Arabic spoken in Eastern Equatoria State. They must have a very good command of English Language. Toposa language is an added bonus.
5. Applicants are expected to have strong competence in team building skills.
6. Applicants are expected to have capability for multi-tasking as this position coordinates all the health programmes of CDoT and interfaces with several stakeholders.
7. Applicants should have a demonstrated capacity for project proposal writing and adept in report writing.
8. Basic computer literacy for accessing mails, writing reports, searching information on the internet, online meeting is a MUST.
9. Basic financial accounting skills are expected of the applicant.
10. Applicants are expected to demonstrate the leadership quality of being articulate and inspirational.
11. Applicants should be able to drive and have a valid driving permit.
12. Applicants should be willing to work in difficult environment.

How to Apply

1. Expression of interest in this position should be on one page accompanied by a curriculum vitae and sent by email to Executive Director, Caritas Torit, Catholic Diocese of Torit.
2. The following should also be attached: copies of degree from medical schools, a letter from a referee, the letter of recommendation from the last employer, photocopies of nationality certificate.

3. The expiry date of application is on 01/07/22 at 4:00 pm.
4. Short listed applicants will be contacted by both emails and telephone call. If an applicant has not received any response from Caritas Torit, it means their application is not successful.

Email; apbraham@gmail.com, and edevann@gmail.com



Job Advert

Job Title: Kapoeta Mission Hospital Administrator

Date: 22/06/22

Kapoeta Mission Hospital Administrator

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Caritas Torit is seeking Hospital Administrator to work in Kapoeta Mission Hospital in Kapoeta South County.

Functional Duties and Responsibilities of Hospital Administrator.

1. Carries management oversight of the hospital resources in collaboration with the medical doctor.
2. Overseeing the day-to-day operation of the hospital with the goal of providing high quality and efficient medical service to patient in coordination with the Hospital Medical Director.
3. Coordinate in supervision of hospital employees and ensure compliance with policies and regulations of Caritas Torit
4. Serve as liaison among the governing board, medical staff and department or unit heads.
5. Coordinate service as per the hospital board regulations
6. Initiate, develop and implement development projects for the hospital in line with Caritas Torit Policy
7. Assiss with the recruitment, consenting, screening, and enrolment of supportive staff in the hospital.
8. Ensure that stock levels are adequate and orders are made on time
9. Ensure logistic system and management in the hospital is in place and operate well.

10. Coordinate with security organs, government institution and transport units for the arrangement of road mission and airport transfer for medical staff and visitors
11. Ensure collects and management of petty cash are control and effectively utilize for intended purpose.
12. Ensure management of procurement process in accordance with the policy manual.
13. Ensure management of hospital properties, equipment and maintenances.
14. Management of stocks/inventories in the store and reporting
15. Act as security focal person, anticipate conflict and initiate incident report.
16. Manage and prepare vehicle movement plans in coordination with hospital medical doctor on weekly basis.
17. Perform other related tasks as require.

Qualification and Competences of the Applicant

1. The applicant for this position should have a degree in Public Health, Development Studies, Public Policy and Administration.
2. The applicant should be a South Sudanese national.
3. An experience of one year to three of work in administration hospital or administration and management elsewhere.
4. Applicants should demonstrate adequate level of at least of spoken Arabic or colloquial Arabic spoken in Eastern Equatoria State. He /She must have a very good command of English Language.
5. Applicants are expected to have strong competence in team building skills.
6. Applicants should have a demonstrated capacity for project proposal writing and adept in report writing.
7. Basic computer literacy for accessing mails, writing reports, searching information on the internet, online meeting is a MUST. Basic financial accounting skills are expected of the applicant.
8. Applicants are expected to demonstrate the leadership quality of being articulate and inspirational
9. Applicants should be able to drive and have a valid driving permit.

How to Apply

10. Expression of interest in this position should be on one page accompanied by a curriculum vitae and sent by email to Executive Director, Caritas Torit, Catholic Diocese of Torit.
11. The following should also be attached: copies of degrees, a letter from a referee, the letter of recommendation from the last employer, photocopies of nationality certificate.
12. The expiry date of application is on 01/07/22 at 4:00 pm.

13. Short listed applicants will be contacted by both emails and telephone call. If an applicant has not received any response from Caritas Torit, it means their application is not successful.

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