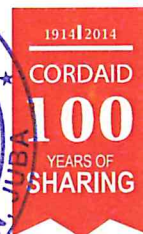




BUILDING FLOURISHING COMMUNITIES



## Vacancy notice

Advert opens 8<sup>th</sup> December 2020

### Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise, and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership, and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose, additional capacity is required. Therefore, Cordaid South Sudan would like to recruit for the position of **Hospital Coordinator** detailed below.

**Position:** Hospital Coordinator

**Based Location:** Maban

**Number of positions:** One (1)

### Reporting Lines

The Hospital Coordinator reports to the Area Coordinator

### Purpose of the position

The Coordinator will Coordinate all hospital activities at Bunj hospital in collaboration with the hospital management team.

### Key Responsibilities and Accountabilities:

- Administratively manage the UNHCR program activities at Bunj hospital
- Work with key hospital staff in the day-to-day planning and management of the hospital activities.
- Maintain high, cordial, and professional working relationship with fellow staff.



- Ensure that all technical reports are submitted to the donor as required.
- Advise and support the area manager and hospital management board in the management of hospital activities and ensure synergy of action.
- Provide administrative support to the Hospital Management Team and ensure timely implementation of activities.
- Ensure tracking of the output of the project by providing monthly progress.
- Participate in the hospital management team (HMT) meetings.
- Work with the area manager to identify hospital staffing gaps, develop terms of reference and support their recruitment.
- Plan and conduct quarterly review meetings of the project with the participation of UNHCR and CHD.
- Attend relevant coordination meetings at the county level and feedback to Cordaid Juba Office and HPF as may be necessary.
- Promote project visibility (this will include MOH, UNHCR and Cordaid visibility) in project-based events.
- Ensure donor compliance at every stage in the implementation of this project. This includes compliance in the areas of financial expenditures, procurements, use of equipment etc.
- Support the clinical teams to improve quality at the hospital by ensuring that the regular CMEs and clinical audits are undertaken and documented.
- Attend to other duties as instructed and directed by the area manager.

#### **Qualifications required.**

- Bachelor's degree in medicine with at least 3 years' working experience
- Masters' degree in epidemiology, Public health, public administration, or any other related field.
- At least 3 Years' experience in project management and grant management
- Ability to develop implementation plans for project activities
- A good understanding and experience of working with Ministry of Health officials, donors, and UN agencies in South Sudan.
- Previous experience of working in South Sudan and ability to work in areas with limited resources.
- Excellent report writing and reporting skills
- Ability to work under pressure.
- Ability to develop and manage a team
- Must have good networking skills,

#### **Key result areas**

- Overall technical supervision and coordination of hospital activities.
- Ensuring quality of care is given to all patients accessing the hospital.
- Ensure proper coverage of all the departments through duty roster and annual leave plans
- Ensuring availability of drugs, medical and surgical supplies always in the hospital through diligence planning.
- Effective coordination and representation of Cordaid at county level.

#### **Further information and how to apply**

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email [hr.southsudan@cordaid.org](mailto:hr.southsudan@cordaid.org)

Mention the vacancy reference number position in the subject line on the envelopes.  
e.g. **CSS08/12/20 Hospital Coordinator, Maban**



or

Applications can also be hand dropped at Cordaid Juba Office located behind the Equatoria/UAP Tower. Just a few meters after the Strome Foundation **or Cordaid Maban Office located at the current DRC compound opposite UNHCR** to the attention of the **Human Resource and Administration Manager - Cordaid**.

Deadline for submission is by the **30<sup>th</sup> December 2020**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply

Only shortlisted candidates will be contacted. An integrity check will be part of the recruitment procedure

All applications submitted cannot be returned.