

**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 **Clinical Officer** detailed below.

**Position:** Clinical Officer

**Based Location:** Maban

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

**Reporting Lines**

The Clinical Officer reports directly to the Hospital Coordinator.

**Purpose of the position**

The Clinical Officer will work in collaboration with other clinical staff at the hospital in ensuring high-quality clinical services to patients in Bunj Hospital. S/he should be capable of providing emergency obstetric and surgical care with minimal supervision. S/he should be able to provide technical support and mentorship. S/he should be able to monitor health services and suggest innovative ways of improving them in collaboration with the hospital management team.

**Key Responsibilities and Accountabilities:**



- Provide consultations, diagnosis, and prescribe treatment to patients attending OPD at Bunj Hospital
- Conduct ward rounds and ensure correct patient management according to South Sudan treatment guidelines.
- Conduct minor surgeries at the emergency department
- Offer resuscitation and postoperative care during acute emergencies.
- Refer complicated cases to the respective specialists.
- Cover referral clinics in liaison with the medical specialists.
- Provide leadership in planning, implementation and monitoring and evaluation of key performance indicators in the department.
- Ensure correct and complete documentation of all consultations and procedures conducted.
- Produce weekly, monthly & quarterly reports on timely basis.
- Ensure cases of diseases of epidemic potential or targeted for elimination/eradication are investigated and reported in a timely manner.
- Plan and implement capacity building of junior staff through continuous medical education, mentoring and coaching.
- Manage the resources for health service delivery in the department and ensure that health services delivery is in line with The Basic Package of Health and Nutrition Services standards
- Participate in any research activities.
- Any other duties that may be assigned from time to time.

#### **Qualifications required.**

- Diploma in clinical medicine and surgery from a recognized institution
- Registered with professional council of the Republic of South Sudan and has a valid annual practicing license
- At least 2 years working experience post qualification in busy Hospital
- Must have attention to detail and willing to work at odd hours in case of emergencies
- Willingness to work in remote area with limited access to social amenities
- Good Communicational skills (written and spoken)
- Good Organizational and managerial skills
- Must have excellent self-control and management
- Ability to work and understand the cultural and political environment and to work well with other personnel.
- Should be highly accountable in decision making, resource management and the team to achieve results
- Should be a team player and team builder with creativity to provide best possible outcomes in a limited resource setting
- Good computer skills to allow reporting and representation
- Knowledge of Arabic and a local language of the area is an added advantage
- Female candidates are preferred.

#### **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. **CSS06/12/20 Clinical Officer, 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

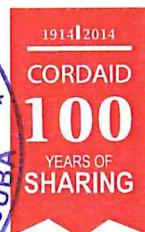
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All applications submitted cannot be returned.





BUILDING FLOURISHING COMMUNITIES



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**Position:** Finance and Administration Officer

**Based Location:** Maban

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

### Reporting Lines

The Finance and Administration Officer reports directly to the Area Coordinator

### Purpose of the position

The Finance and Administration officer will be responsible for providing support and assistance to the area manager in financial management and administration of the team in Maban.

### Office and financial management

- Responsible for the daily financial management including payments and expenditures, reimbursements, invoices, suppliers, financial statements, and cash flow.
- Monthly cash book entries and reconciliations.
- Planning and monitoring of project financial activities.



- Financial reporting on Maban project and office costs, including monthly production of financial progress reports.
- Coordination with the finance project controller on interim and final project financial reporting.
- Lead financial accountability processes and ensure compliance with finance procedures by staff, members.

### **Administration**

- Support the area Manager in the administration of staff to make sound decisions in line with Cordaid HR policy.
- Salary administration in liaison with the HR officer.
- Develop and implement HR policies, as well as keeping up to date information on social legislation, internal rules, and work regulations in compliance labor laws.
- Manage the payroll in collaboration with the area manager including the management of extra-legal benefit and insurances, and when appropriate ensure dissemination and follow-up of administrative documents to staff and the handling of staff requests.

### **Requirements**

Experienced Finance and administration Officer, with the following specific qualifications:

- Bachelor (or equivalent) degree in one of the following or related areas – accounting, finance, and administration
- Minimum of 3-5 years' experience in finance and accounts management
- Proficiency with accounting software systems (AX, Navision Accounting Software) and experience in single-entry accounting
- Financial management in a previous or present role: finance management cycle and experience with UN financed programs.
- Analytical skills to work with multiple donors and projects require
- Experience in budgeting is a strong asset
- Payroll management capabilities
- Good organizational and communication skills
- Ability to work under tight deadlines
- Good team player and ability to work in a small yet diverse work environment, with colleagues and partners from around the world.

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

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Mention the vacancy reference number position in the subject line on the envelopes.  
e.g. **CSS07/12/20 Finance and Administration Officer, Maban**



**or**

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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 **Health Management Information System (HMIS) Officer** as detailed below.

**Position:** Health Management information system (HMIS) Officer

**Based Location:** Maban

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

**Reporting lines**

The Health Management Information System (HMIS) Officer reports to the Hospital Coordinator

**Purpose of the position**

The HMIS Officer will be the focal person for data management in Bunj Hospital to ensure complete, accurate and timely hospital health management data is generated, analyzed, and utilized for quality improvement and support the development and/or availability of the necessary tools.

**Key Responsibilities and Accountabilities:**

- The HMIS Officer will track the submission of monthly reports and give feedback on the achievements based on the agreed indicators and timeframes.



- S/he will work with the respective program departmental heads to develop tracking tools for the project.
- Ensure availability of necessary data collection and reporting tools at the hospital. This will include patient cards/files, registers, reporting tools and databases.
- Maintain data security and confidentiality.
- Guide the facility staff on effective data management especially on correct and complete documentation.
- Ensure all required data summaries and facility reports are complete, accurate and timely.
- Ensure reporting for the facility through IDSR, IRIS, DHIS2 and EWARS weekly submitted on time.
- Participate in data collection for program monitoring and research.
- Cleaning electronic health records and DHIS2 data.
- Liaise with the national UNHCR and the Ministry of Health to facilitate the provision of all data collection tools
- Take part in the training of health care staff on data management
- Perform regular back up/record keeping of data hard and soft copies.
- Support innovative ways of data presentation to ensure maximum and timely utilization.
- Supervise, mentor, and build the capacity of the data/registration clerks.
- Supervising and working together with data/registration clerks to develop an appropriate patient filing system
- Assigning codes to diseases and surgical procedures according to the International Clarification of Diseases and Procedures in medicine.
- Organize and schedule regular data reviews and reflection meetings with hospital management.
- Participate in CMEs to improve on the data collection, documentation, and management in the hospital.
- Provide input, information, and statistics for quarterly, annual, and other reports to the Hospital Coordinator.
- Participate in the development of indicators for new projects and revision of existing targets and indicators.
- Perform other duties as required.

### **Qualifications**

1. Bachelor's degree in Public health or Biostatistics or Health Information or
2. Diploma in Health Information Management or post graduate training in Epidemiology /biostatistics
3. Experience in the Development of Project log frames within the health sector and in use of databases
4. Familiarity with statistical packages like SPSS, STATA and SAS is an advantage

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e.g. CSS02/12/20 Health Management information System (HMIS) Officer, Maban

or

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