

Vacancy notice

Advert opens 8th 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 **Laboratory Technologist** detailed below.

Position: Laboratory Technologist

Based Location: Mahan

Number of positions: One (1)

Reporting Lines

The Laboratory Technologist reports directly to the Hospital Coordinator

Purpose of the position

The incumbent will work in Bunj Hospital laboratory. S/he is responsible for performing routine clinical laboratory examinations for the diagnosis and prevention of diseases. S/he will administer tests for health care including blood, body fluids, stool, and tissues to assist the doctors in diagnosing and treating ailments.

Key responsibilities and accountabilities

- Ensure cleanliness and safety at the laboratory department.



- Ensure clinicians provide correct details on the laboratory request forms.
- Explain patients about the requested tests, obtain consent and address any concerns the patients may have regarding the testing and maintain confidentiality of results.
- Assess for contra indications for the requested tests and inform the clinician accordingly.
- Ensure correct labelling of samples to be tested.
- Observe the SOP in performing laboratory tests.
- Observe strict infection prevention and control measures to avoid incidents and accidents in the laboratory.
- Document and report all incidents and accidents accordingly.
- Deliver laboratory results to the respective wards and clinics.
- Monitor the use of laboratory reagents and other related supplies using a recommended commodity management system.
- Support staff wellness and capacity building through on job training and CMEs.
- Participate in research and surveys relevant to the department.
- Organize and participate in blood donation campaigns.
- Attend Hospital management team meetings.
- Ensure planning and execution of planned activities according to the project objectives and workplan.
- Conduct appraisal of junior staff working in the department.

Minimum (Essential) requirements

- Diploma in Laboratory technology from a recognized institution.
- Degree in Laboratory Technology is preferred.
- Three (3) years working experience in a similar position.
- Must be registered with professional council and eligible to practice in South Sudan.
- Must have attention to detail and willing to work at odd hours in case of emergencies.
- Willingness to work in remote area with limited social amenities.
- Up to date knowledge on obtaining specimens and analytical test procedures.
- Excellent communication and interpersonal skills.
- Good knowledge in micro soft office package (word, excel).

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

Mention the vacancy reference number position in the subject line on the envelopes.

e.g. CSS11/12/20 Laboratory Technologist, 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 **30th 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.

Vacancy notice

Advert opens 8th 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 **Pharmaceutical Technician** detailed below.

Position: Pharmaceutical Technician

Based Location: Malan

Number of positions: One (1)

Reporting Lines

The Pharmaceutical Technician reports to the Pharmacist

Purpose of the position

The incumbent will be responsible for setting up and managing the hospital pharmaceutical department to ensure uninterrupted supply of medicines and medical supplies to all the hospital departments and ensure that the hospital is able to establish a drug management system. S/he will ensure the department supports the hospital to provide exceptional patient care in an environment where quality, respect, care and compassion are central

Key Responsibilities and Accountabilities



a) Services Delivery

- Manage the hospital medical supplies including overall management of the hospital supply chain.
- Enhance stock visibility of medicines and supplies
- Prepare and share biweekly reports on stock consumption, availability, and wastage within the hospital.
- Ensure pharmaceuticals, medical/laboratory supplies and equipment received from UNHCR or donated by other stakeholders conforms to the standard specifications.
- Review all the drug orders raised from different hospital departments before they are finally approved for distribution.
- Provide weekly feedback to the hospital administration on drug consumption to avoid stock accumulation and stock outs.
- Prepare orders for pharmaceuticals based on need and follow up with the hospital coordinator to ensure delivery to the hospital.
- Establish the minimum and maximum stock levels for all the drugs used in the hospital.
- Assist in preparation and implementation of the required pharmacy protocols and guidelines including maintaining stock cards and ensure adherence to promote rational use of drugs
- Implement inter-facility commodity redistribution strategy according government guidelines.
- Enhance the capacity of the hospital staff through regular training and support supervision to improve data quality.
- Support a culture of data analysis and use for decision making.
- Develop and operationalize an e-LMIS at the hospital.
- Develop forecasts of commodity requirements using consumption data in the hospital as a primary source of data, validated with demographic and service data
- Conduct hospital specific need assessment and develop staff capacities for stock management
- Implement and support task sharing activities in the hospital Cordaid.
- To carry out any other duties as directed by the supervisor.

b) Management

- Planning, budgeting, forecasting, overall coordination, and implementation of departmental activities
- Provide technical support in developing strategies to ensure efficient service delivery in the department of pharmacy
- Directly supervise and regularly appraise departmental staff
- Identify training needs and participate in capacity building of all health staff within the department of pharmacy.
- Work closely with other Heads of Departments (HoDs) and senior colleagues in designing appropriate interventions for quality service delivery at the hospital



- Work closely with other Heads of Departments (HoDs) and senior colleagues in designing appropriate interventions for quality service delivery at the hospital
- Undertake management responsibilities assigned to him/her from time to time by the Hospital coordinator
- Exclusively accountable for the preparation of all reports emanating from his/her department

c) **Monitoring and Evaluation**

- Ensure correct filling of registers, record keeping and data management in the department
- Ensure that raw data reports are prepared and submitted on a timely basis to the HMIS Officer for compilation
- Participate in writing timely and accurate monthly and quarterly reports ensuring the input of all departmental staff concerned
- Participate in monitoring and evaluation of departmental activities

Qualifications and skills

1. A diploma in Pharmaceutical Technology or degree in Pharmacy from a recognized institution
2. Professional working experience of at least 3 years at a busy hospital setting
3. Applicant should be eligible for registration with South Sudan regulatory body to practice
4. Applicant should have demonstrable qualities of leadership and integrity

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

Mention the vacancy reference number position in the subject line on the envelopes.

e.g. CSS16/12/20 Pharmaceutical Technologist, 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 **30th 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.

Vacancy notice

Advert opens 8th 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 Medical specialist- **Obstetrics and Gynaecology** detailed below.

Position: Medical specialist - Obstetrics and Gynaecology

Based Location: Maban

Number of positions: One (1)

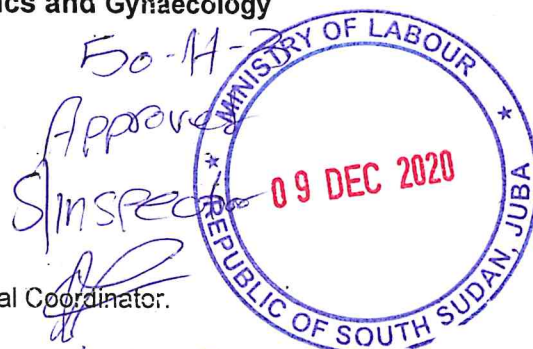
Reporting Lines

The Obstetrician and Gynaecologist reports directly to the Hospital Coordinator.

Purpose of the position

The incumbent will be in charge of the Obstetrics and Gynaecology department and will manage all matters related to the department. S/he will be a member of the Hospital management team. S/he will also support capacity building of health care workers in the hospital

Key responsibilities and accountabilities



- Ensure high quality obstetric and gynaecological services in the department.
- Take charge and ensure all supplies and equipment are available.
- Participate in the hospital management meetings and ensure departmental concerns and issues are raised and dealt with.
- Conduct ward rounds and CMEs for staff in order to improve their capacity
- Monitor the department's technical and administrative activities and ensure high quality services are rendered.
- Represent the department in various inter-departmental meetings.
- Assist in any administrative tasks at the hospital if delegated by the hospital hospital Coordinator.
- Organise and participate in the hospital quality of care reviews and audit sessions
- Organize departmental audit and review meetings. Submit a report of findings to the Hospital Coordinator.
- Supervise and enforce infection prevention and control and medical safety procedures and standards.
- Accountable for the overall performance of the department and ensure that staff operating in the department are equally accountable for their time and services.
- Ensure the health information system in the department generates reliable data which is regularly analysed and used to inform management decisions at the department and the hospital.
- Plan and ensure adequate duty coverage of the department

Minimum (Essential) Requirements

- Bachelor degree in Medicine and Surgery from a reputable University
- Masters degree in Obstetrics and Gynaecology
- Atleast 3 years working experience in the same capacity is desirable.
- Understanding of the South Sudan Ministry of Health structures
- Ability to plan and facilitate clinical trainings
- A good understanding and working relations with State and County Health departments and donors.
- Good understand of the working environment in South Sudan
- Ability to work in resource constrained settings.
- Have an understanding of the broad range of medical disaster management.
- Ability to effectively communicate in English both orally and written.
- Ability to generate departmental reports (quantitative and qualitative)

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

Mention the vacancy reference number position in the subject line on the envelopes.

e.g. **CSS14/12/20 Obstetrician and Gynaecologist, 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 **30th 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.