

Cordaid**BUILDING FLOURISHING COMMUNITIES**

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: 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 Technologist** detailed below.

Position: Pharmaceutical Technologist

Based Location: Maban

Number of positions: One (1)

Reporting Lines

The Pharmaceutical Technologist reports to the Hospital Coordinator

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
- Ensure health care waste management is segregated, handled, and disposed in accordance with protocols.
- 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.



- 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. CSS15/12/20 Pharmaceutical Technician, 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**

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Position: Nutritionist

Based Location: Maban

Number of positions: One (1)

Reporting Lines

The Nutritionist reports to the Hospital Coordinator.

Purpose of the position

The Nutritionist is to provide overall technical leadership and management of the nutrition department. S/he will fulfill their goals and objectives with significant impact on target community, directly manage nutrition activities, prepare, and constantly update project detailed implementation and M&E plans. S/he will effectively represent Cordaid in technical forums in Maban and report back to the Hospital Coordinator.



The incumbent will be responsible for the management of the stabilization center, nutritional support for TB and HIV patients, and pregnant and lactating women in the hospital.

Responsibilities and accountabilities:

Key activity areas

- Responsible for the implementation, management, supervision, and support of the assigned nutrition interventions in line with the activity plan and time frame of the relevant project proposal and any applicable national and international guidelines and standards.
- Conduct daily supervision to clinic.
- Provide training for local staff in line with the appropriate guidelines.
- Carry out assessments and identify emergency needs and report back on needs.
- Ensure regular monitoring and evaluation of intervention implementation.
- Provide input into the integration of beneficiary participation and accountability in all aspects of the project.
- Manage and oversee the day-to-day management, development and training, appraisals of the nutrition team in the hospital.
- Assist in facilitating regular team meetings with the assigned nutrition team, reviewing team and individual objectives, ensuring team members are kept informed of issues relevant to their work and providing an opportunity for feedback.
- Ensure the assigned nutrition team members receive relevant and appropriate supervision, coaching, mentoring, and training.
- Ensure application of security guidelines, health and safety in the workplace and healthy living conditions and practices.
- Assist in the recruitment of local field staff within the intervention location.
- Manage the correct and timely ordering of needed stocks and supplies to hospital in coordination with the hospital coordinator.
- Manage all stocks within the field location ensuring proper stock keeping records are in place.
- Monitor expiration dates of all stocks in the field location to ensure timely use.
- Assist team in intervention planning and preparations in line with intervention checklist.

Program monitoring

- Ensure activities are monitored and data collected for analysis, evaluation and learning impacted.
- Analyze the data collection in collaboration with the M & E and include the findings the required reports.
- Develop monitoring framework / plan together with the M & E Officer, to determine how monitoring will happen, the tools that will be used and how these tools will be used.
- Provide capacity building to the nutrition team on use of tools in relation to the indicators.
- Provide clear procedures and roles in ensuring monitoring and data collection activities are done as planned and accurate and relevant data/information is collected.
- Ensure follow-up on recommendation of previous monitoring visits is conducted.
- Submit reports for SC/IYCF/ screening as per the program requirement and in liaison with the Hospital coordinator.



Collaboration with Health & Nutrition staff in the County

1. Liaise with both the County Health Department and project team on project activities; making sure that data and information collected.
2. Manage and coordinate closely with the UNHCR nutritionist to ensure the project activities adhere to overall program objectives.
3. Ensure that program activities in area of responsibility are captured and documented appropriately and shared with relevant people
4. Attend to any other duties as directed by the line Manager.

Qualifications and skills

- Degree in Nutrition or in a related field.
- A master's degree in nutrition or Public Health will be an added advantage.
- Minimum 3 years' experience with a minimum one year working experience directly relating to emergency health and nutrition
- Experience in management/coordination of community-based nutrition intervention preferably in emergencies such as IMAM
- Knowledge and practical experience of national therapeutic/supplemental feeding protocols/guidelines
- Knowledge and practical experience of Nutrition Survey Methodologies and reporting
- Demonstrated skills in program planning, implementation, and monitoring
- Supervisory and coordination skills, training delivery and teamwork abilities
- Knowledge of international humanitarian benchmarks such as SPHERE Standards
- Field experience of community mobilization
- Proficiency in the use of Microsoft Office application and Internet
- Experience working in an NGO is desirable.

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. CSS21/12/20 Nutritionist, Maban

Applications can also be hand dropped at Cordaid Juba Office located behind the Equatoria/UAP Tower. Just a few metres 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**.

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Position: Medical Officer

Based Location: Maban

Number of positions: Two (2)

Reporting Lines

The Medical Officer reports directly to the Hospital Coordinator

Purpose of the position

The Medical 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 to improve health care services at Bunj hospital in collaboration with the hospital management team.

Key Responsibilities and Accountabilities:

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Approved
S/Inspector
9/12/2020




- Examine, diagnose, and manage patients, inpatient, outpatient and specialized clinics accordance with the national guidelines and protocols and when necessary appropriately refer.
- Conduct daily ward rounds for the patients in the IPD and provide the necessary care according to the identified needs.
- Conduct surgical and obstetric operations with particular emphasis on Emergency Obstetrics care (EMOC)
- Develop relevant working SOPs for the departments for which they will be working
- Anticipate changing needs and emergencies and should be prepared to participate and respond to emergencies and disasters at all-time including night duty
- Manage all components of the medical practice set- up and ongoing management based on the South Sudan treatment guidelines and protocols.
- Participate in supportive supervision for junior staff and provide on the job training as needed.
- Participate in monitoring consumption of drugs and other non-medical consumables.
- Assist the Hospital Coordinator in preparation of equipment, drugs, and medical consumables orders where applicable. This includes selection, acquisition, training on use and maintenance to offer a high degree of healthcare delivery.
- Assist with developing of teaching resources, materials, and programs for the clinical staff.
- Collaborate with the Hospital Coordinator to develop and implement continuing medical education for clinical staff through scheduled lectures, grand rounds, and educational forums/presentations.
- Collaborate and work closely with the hospital matron to meet established medical and customer service care.
- Review performance of direct reports and their adherence to guidelines and protocols to ensure quality of care.
- Ensure staff adheres to the professional Code of Conduct and Ethics.
- Supervise and appraise staff performance.
- Participate in any research activities.
- Any other duties that may be assigned from time to time.

Qualifications required.

- Bachelor's degree in medicine and surgery from recognized university
- At least 2 years working experience after graduation
- Registered with the medical board/Council of South Sudan
- Strong surgical and obstetrics skills and experience practicing in a rural setting
- Excellent management, leadership, and interpersonal skills to effectively mentor team members
- 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.

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e.g. **CSS12/12/20 Medical Officer, Maban**



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