

## 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 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 - Surgeon detailed below.

**Position:** Medical specialist- Surgeon  
**Based Location:** Maban  
**Number of positions:** One (1)

### Reporting Lines

The Medical specialist - Surgeon reports directly to the Hospital Coordinator

### Purpose of the position

To provide general surgical care at Bunj Hospital in Maban and provide technical oversight for the surgical department and services at the hospital.

56-H-3  
Approved Labours  
NACRS  
9/12/20  
MINISTRY OF LABOUR  
REPUBLIC OF SOUTH SUDAN, JUBA  
09 DEC 2020

CORDAID JUBA  
06 DEC 2020  
SOUTH SUDAN

### **Management assistant responsibility and accountability.**

- In charge of the surgical department in the hospital.
- Ensuring efficient management of surgical services at the hospital, mentor and support other clinical staff at the hospital.
- Contribute to the assessment, design, implementation, and monitoring of operational strategies that include appropriate surgical health interventions based on health needs assessment.
- Continuously assess evolving clinical health risks and needs and plan actions accordingly.
- Supervise and give on job training for Medical Officers and other health professionals in the department.
- To plan and participate in Continuing Medical Education for staff at Bunj Hospital.
- To offer surgical consultations, cover the referral clinic and conduct surgical operations as required.
- To participate in the management of surgical clinic at OPD
- To ensure that discipline and the ethical code of conduct are observed by the staff under him/her.
- To advise on the procurement of surgical equipment, drugs and other logistics required by the surgical department in liaison with the hospital coordinator.
- To carry out any other duties as may be assigned by the supervisor

### **1.1 Qualifications**

- Master's degree in general Surgery from a recognized and reputable University.
- Applicants should be eligible for registration with South Sudan General Medical Council.
- Applicants should have a working experience of not less than (2) years at specialist level.
- A proven record of research and publications will be an added advantage.
- Applicants 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](mailto:hr.southsudan@cordaid.org)

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

**e.g.CSS19/12/20 Surgeon, 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.



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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 **Hospital Matron** detailed below.

**Position:** Hospital Matron

**Based Location:** Maban

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

### Reporting lines:

The Hospital Matron reports to the Hospital Coordinator and will oversee all aspects of nursing and midwifery healthcare management in Bunj hospital.

### Job Summary

The position holder will be responsible for:

- Planning, organizing, and directing the overall operations of nursing/patient care services
- Preparing duty rosters for hospital staff for adequate coverage





- Ensuring infection prevention and control measures are undertaken
- Continuous Medical Education sessions for staff
- Quality of Care and Quality Improvement standards are observed
- Ensuring utilization of hospital services
- Ensuring compliance with patient care quality standards as it relates to the care provided to all age groups of patients.
- Formulating the budget and maintaining efficient and effective departmental operations
- Maintaining compliance with all MoH, SMOH, regulations, laws, standards, protocols, and professionalism.
- Participating in the hospital management team and staff meetings.

### **Nursing Duties**

S/he will support the hospital administration to maintain clinical and patient-care standards. This includes ensuring that the patients are safe in the hospital and have access to the right medical care. To do this, the officer will work closely with the hospital management and stakeholders to acquire the right infrastructure and resources. S/he also offers the best insights to the management on how they can improve the quality of care in the facility. The officer is also responsible for formulating and implementing new nursing strategies. This requires extensive knowledge of the nursing procedures, staff rules and patient policies.

### **Administrative & Leadership Duties**

The officer will have wide range of responsibilities, including administrative roles including planning and overseeing the daily activities within the hospital, and ensuring everything runs as planned. This includes organizing, directing, and coordinating medical and health services in compliance with the government regulations and policies. May assist in recruitment / hiring of nurses in collaboration and support of the Hospital Coordinator.

The officer is expected to be a role model and inspiring by observing high moral and upholding the best practices in handling patients. S/he should work towards establishing a conducive environment for other nurses by developing strategies aimed at creating collaboration.

### **Liaison Roles**

The officer will ensure close link between the Doctors, Midwives, nurses, other paramedic and hospital administration thereby ensuring that all the departments offer the best possible support to each other for best healthcare delivery.

### **Strategic Functions**

- Develop innovative strategies in patient care activities.
- Lead, direct and guide other nursing staff in delivering patient care.
- Ensure comfort levels to be at the highest in delivering patient care.
- Ensure proper and effective training to nursing staff in administering patient care.
- Develop and implement high quality and cost-effective health care to patients.
- Coordinate with doctors, administrative and other staff involved in health and patient-care activities.
- Interact with patients and their families to enhance confidence and comfort levels in them.
- Actively participate in hospital's strategic meetings to enhance and improvise operational



performances.

- Integrate best practices in nursing patients and delivering health care systems.
- Ensure compliance of facility or hospital's laws and regulations.

### **Essential and primary functions**

- Promote the mission, vision, and values of Cordaid.
- Know and practice the prescribed philosophy, purpose, policies, and standards of Nursing/Patient Care Services.
- Organize, direct, and administer nursing/patient care services to provide the level of care required by current medical and nursing standards.
- Plan budget requirements for personnel, supplies, and equipment with the hospital Coordinator.
- Support and develop nursing/patient care services in coordination with the employee selection process, work assignments, performance evaluations, and staff development for these services.
- Maintain continuing quality assessment and improvement analysis and evaluation of patient care delivery and communicate with administration on the activities/issues of Nursing/Patient Care Services.
- Plan and recommend new facilities or equipment, or modification thereto, needed to provide patient care.
- Initiate and participates in problem-solving, policy-forming conferences for staff.
- Maintain close coordination with all departments to ensure continuity and collaboration of services.
- Participate in policy decisions that affect nursing/patient care in the hospital.
- Participate in the hospital management team meetings.
- Responsible for the implementation, monitoring and evaluation of performance improvement and QoC/I.
- Support in always ensuring and maintaining a Nursing & Midwifery duty roster / rotation.
- Supports in maintaining minimum stock levels for supplies and medications by ordering supplies and medications while maintaining cost-effective measures.
- Maintains a high level of patient satisfaction. investigates and resolves patient complaints or directs complaints to medical director if needed.

### **Professional Requirements**

- Valid, / current professional licensure.
- Always maintain patient confidentiality.
- Always represent the organization in a positive and professional manner.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics, and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.

### **Qualifications**

- Bachelor's degree in Nursing from a recognized training institution
- Minimum 5 years' experience in patient care services management.
- At least 2 years' experience in senior managerial nursing position in a busy hospital preferred.
- Registered with the nursing Council of South Sudan
- The ability to demonstrate leadership, managerial ability, good interpersonal relationships, and the application of sound administrative principles.



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

**e.g. CSS23/12/20 Registered Nurse, Maban**

or

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BUILDING FLOURISHING COMMUNITIES



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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 **Human Resources Officer** detailed below.

**Position:** Human Resources Officer

**Based Location:** Maban

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

### Reporting Lines

The Human Resources Officer reports directly to the Area Coordinator.

### Purpose of the position

The Human Resources officer will be responsible for providing support and assistance to the area Coordinator in all aspects of human resources and management of the team in Maban.

### Human resources responsibilities and accountability

- Assist in the recruitment, induction, disciplinary and staff performance appraisal and exit management processes.
- Ensure proper handover of duties when staff are leaving, and handover notes are submitted to the area manager.



- Develop and implement plans, including timetables, for contract reviews, performance management reviews and terminations and ensure timely notice is given to staff on end of contract of employment in liaison with the area manager.
- Prepare and compile weekly, quarterly, and annual human resources report and the human resources presentations for the Senior Management Team (SMT).
- Assist in drafting and preparation of the written responses to queries concerning human resources related matters and draft information circulars for staff updates.
- Prepare minutes during human staff meetings and follow-up on action points.
- Follow-up and receive field team minutes and address the issues and concerns raised in liaison with the area manager.
- Ensure timesheets for staff are processed on time.
- Identify gaps or problematic procedural areas that may need management attention and make recommendations for consideration.
- Administrative responsibilities and accountability
- Manage the area manager's diary and scheduling of appointments.
- Manage walk-in visitors for the area manager and determine their purpose of visit.
- Periodically update the field staff list and disseminate to the relevant departments including the security department.
- Facilitate staff to obtain identification cards and renewals done as necessary.
- Update the cards status records (hard book) to indicate distributed cards.
- Liaise with the HR manager to facilitate timely processing of work permits, entry permits, visa's and alien registration for regional staff and expatriates and track their validity in the tracker.
- Update the HR Manager on any changes and regulations reviews by the government on the rates and regulations to ensure to maintain organisational compliance.
- Maintain a good relationship with the local authorities and provide liaison service on behalf of the organization.
- Take charge in the day-to-day departmental records management this includes creating and updating all personnel files, recruitment sets, archiving and retrieval of documents as per Cordaid standards.
- Ensure that the human resources folder on the server is constantly updated and all essential documents are scanned and saved.
- Monitoring holidays and sick leave tracker.
- Prepare and update employment and internship contracts, in coordination with HR Manager.
- Attend to finance and administration functions in the absence of the responsible officer.
- Attend to any other duties as directed by the area Manager.

#### **Qualification requirements**

- A Bachelor's degree in Human Resource Management, Business Administration or Social Sciences
- At least 3 years' progressive experience working in Human Resources.
- Should have working knowledge of South Sudan labour laws and regulations
- Good relations maintenance and with good inter-personnel skills
- Planning and organisational skills are essential.
- Must have good judgmental skills and ability to report accurately.
- A proactive person is required with analytical skills and problem-solving approach.
- Fluent in spoken and written English and Arabic languages





- Proficient in working with micro-soft packages such as word and excel.

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**e.g.CSS09/12/20 Human resources Officer, Maban**

or

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