

## 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 **Paediatrician** detailed below.

**Position:** Paediatrician  
**Based Location:** Maban  
**Number of positions:** One (1)

### Reporting Lines

The Paediatrician reports to the Hospital Coordinator

### Purpose of the position

The incumbent oversees the paediatric department and will manage all matters related to the department. S/he is also a member of the hospital management team and supports capacity building of health care workers in the hospital.

### Key Responsibilities and Accountabilities

- Ensure medical services (consultations, reviews, surgical procedures) of high and consistent quality are provided in the department.

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Approved  
Inspector  
9/12/2020



- Ensure all supplies and equipment used in the department are available.
- Participate in the departmental and hospital management meetings.
- Take part in ward rounds and CMEs for the hospital staff and ensure their capacity is improved.
- Monitor the activities of the department; both technically and administratively while ensuring high quality services are rendered.
- Participate in the hospital quality review and audit sessions and organize departmental audit and review meetings.
- Adhere to, supervise, enforce that all department staff maintain all medical safety procedures and apply the highest hygienic standards
- Accountable for the overall performance of the department
- Ensure staff accountability for their time and services.
- Plan and ensure adequate duty coverage of the department.
- Assist in any administrative tasks at the hospital if delegated by the hospital Coordinator

#### **Minimum (Essential) Requirements**

- Bachelor of Medicine and Surgery from a recognized and reputable University by the Government of South Sudan or in your Country of origin.
- Master's degree in a relevant specialization (paediatrics)
- Ability to plan and facilitate clinical trainings
- A good understanding and experience of working with County Health Officials, State Ministry Officials, Donors and UN agencies
- Experience working in South Sudan hospitals is considered an added advantage
- Ability to work in resource constrained regions.
- Understand the broad range management of medical disasters.
- Ability to effectively communicate orally and in writing.
- Ability to generate departmental reports (both narrative and analyzed data)

#### **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. CSS22/12/20 Paediatrician, 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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**Position:** Laboratory Technician

**Based Location:** Maban

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

**Reporting Lines**

The Laboratory Technician reports directly to the laboratory Technologist

### 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.

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Approved  
Inspector  
9/12/2020  
MINISTRY OF LABOUR  
REPUBLIC OF SOUTH SUDAN, JUBA  
09 DEC 2020

CORDAID JUBA  
- 6 DEC 2020  
SOUTH SUDAN



- 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.
- Organise 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.
- 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)

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Mention the vacancy reference number position in the subject line on the envelopes.  
e.g. **CSS10/12/20 Laboratory Technician, 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 **Medical Radiographer** detailed below.

**Position:** Medical Radiographer

**Based Location:** Maban

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

### Reporting Lines

The radiographer reports directly to the Hospital Coordinator.

### Purpose of the position

The incumbent will be in charge of the department of radiology and he/she will be responsible for planning, organizing and supervising department staff and performing continuous capacity building. The medical Radiographer will work alongside other medical staff of Bunj Hospital to provide clinical care and support to patients admitted at the hospital. S/he will ensure the department provides exceptional patient care in an environment where quality, respect, caring and compassion are at the centre.



Use x-rays, ultrasound and other forms of imaging technology possible to examine patients and help interpret the images and diagnose illnesses and injuries, provide technical support to other medical staff ensuring that they are able to effectively provide curative, preventive and promotive health care services in Torit state Hospital.

### **Key Responsibilities and Accountabilities**

#### **a) Services Delivery**

- Assist in evaluating patients' medical condition and history to determine most suitable radiographic technique for diagnosis
- Interact with patients to offer them psychological support and address their concerns regarding an imaging procedure
- Adjust diagnostic equipment to deliver accurate amount of radiation to patients
- Operate complex medical instruments such as X-ray, ultrasound, and several other imaging devices that might be available
- Liaise with the requesters to plan treatment for patients
- Direct and supervise the activities of radiography assistants and trainee radiographers
- Maintain proper records of patient details ensuring confidentiality of sensitive information
- Follow up on patients after treatment to track the progress of recovery and ensure patients show no signs of radiation side effect
- Explain to patients and their family the details of a procedure and ways to manage possible side effects
- Regularly inspect diagnostic equipment to ensure they are functional and operate efficiently
- Assist physicians during complex radiological examinations
- Ensure compliance with health and safety guidelines to minimize risk of exposure to ionizing radiation
- Correctly position patients prior to X-ray imaging in order to obtain high quality films
- Use portable devices to conduct diagnostic scans on patients who can't move to the radiology unit.
- To keep up-to-date with current techniques and developments in Radiographic and imaging procedures and to take part in in-service training as required.
- To actively participate in Continued Professional Development.
- To take responsibility for the general cleanliness, tidiness and safety of the Department, with specific responsibility for their own work area.
- To familiarise themselves with current infection control procedures.
- To carry out any other duties as directed by the supervisor.

### **Administration and 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 medical Radiology
- Directly supervise and regularly appraise departmental staff
- Identify training needs and participate in capacity building of all health staff within the department of medical Radiology as well as other department staffs.
- 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

#### **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 Data 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. Bachelor's degree in radiography/sonography or its equivalent from a recognized university or Institution
2. Professional working experience of at least 3 years as a busy hospital setting
3. Applicant should be eligible for registration with South Sudan General Medical Council
4. Applicant should have demonstrable qualities of leadership and integrity

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