



## **OVICI - la Nostra Famiglia**

### **Volunteers Organization for International Co-operation**

#### **JOB ADVERTISEMENT**

**Position:** Project Manager of Orthopaedic Workshop

**Reporting to:** Project Manager; Rehabilitation Coordinator; Country Representative. The employee will also adhere to the guidelines provided by the Administration.

**Relationship:** Project Manager, Rehabilitation Coordinator, Country Representative, Rehabilitation Centre.

**Contract duration:** 12 months

**Expected working days and hours:** Monday to Friday, 8:00am – 15:00 pm with 1 hr. Lunch break

#### **Contract details:**

*What OVICI does not provide to the successful candidates:*

- Lunch allowance not provided;
- Transport allowance from home to office not provided;

#### **Description of tasks and duties:**

The Orthopaedic Workshop of project manager (OWPM) is a member of the rehabilitation team who aims, together with other personnel, to overcome physical dysfunction, and return the individual to, or maintain the individual as an active member of the community.

The OWPM tasks are:

- supervise the staff of the workshop;
- hold relationships with the partner and to follow new possible collaboration;
- keep timely data collection of workshop production and other administrative tasks
- to collaborate with the other staff of the center.
- To maintain and improve professional competence attending professional meeting, conferences and training.
- Attending meeting programmed by Project Manager or Country Director;
- Any other assignment given by the Project Manager or the Country Representative;

In collaboration with the workshop coordinator:

- to supervise the productions and the delivery of the devices;
- take care of the items and tools of workshop and in collaboration with the colleagues be in charge of their replacement in case of problems;
- maintain a positive climate with the colleagues.

**Candidate profile:**

- Certificated qualifications in Rehabilitation studies or Physiotherapist (copy of original qualification);
- South Sudanese nationality
- Birth certificate copy
- Recommendation letter from previous employer (if any)
- Precise and active worker, able to follow given disposition;
- Timely and motivated worker;
- Proficient in spoken English and Juba Arabic;
- Demonstrated capacity to successfully work in team;

**How to submit your application:**

Applicants can submit their application in an envelope directly at OVCI South Sudan Office (Usratuna Compound, Hai Commercial, Juba) or via e-mail at [pm-usratuna@ovci.org](mailto:pm-usratuna@ovci.org).

Subject on the envelope or in the email has to be “Orthopaedic Workshop Project Manager”

**Deadline for applicants:**

19/05/2023

Only shortlisted candidate will be contacted

Rehabilitation Coordinator

Deputy Country Representative