



world relief™  
SOUTH SUDAN

**STAND / FOR THE VULNERABLE™**

World Relief South Sudan  
Hai Cinema P.O. BOX 41  
Juba, South Sudan

www.worldrelief.org

**TITLE OF POSITION:** Health Officer.

**IMMEDIATE SUPERVISOR:** Area Coordinator

**Work Location:** Koch.

**Job Summary (Main Job Purpose):**

The incumbent will be directly responsible to oversee the World Relief health program in Koch, he/she will work to ensure the project goals and objectives are met as per the agreement between world relief and Donor.

**Specific Duties and Responsibilities:**

**Program Management and Development:**

- Oversee the implementation of the health program and ensure that the program goals, objectives, targets, and activities are met, as stated in the project work plan and log frame.
- Ensure that the projects are properly monitored and evaluated. Conduct regular monitoring visits to various static facilities as well as CHWs.
- Ensure that the health program is implemented in line with world relief and donor framework principles: promoting and protecting beneficiary rights, participation, capacity building, partnership, and holistic programming.
- Prepare a monthly work plan in coordination with the area coordinator and health and nutrition manager.
- Promote the culture of learning and documentation so that lessons learned and good practices are documented and shared for institutional memory and learning. Ensure the field experiences are documented and used to advocate on behalf of the communities.
- Work closely with other world relief programs present in the same location, such as food security, education, nutrition, and WASH, and integrate program components to the extent possible.
- Prepare weekly updates for the health program and submit them to the M&E coordinator for compilation.
- Provide weekly DHIS 2 reports and weekly program updates to be submitted to the CHD M&E for uploading into the.



- Ensure that the monthly planned activities are done and the monthly program report is prepared and shared with the Health manager and M&E coordinator.
- Prepare internal and external reports (Such as DHIS 2, Workbook, and other narrative reports) within agreed deadlines using world relief and donor formats as required.

**Grant Management and Reporting:**

- Prepare the health activity monthly cash forecast to be submitted to the Area Coordinator for compiling and subsequent submission to the Juba finance and grants unit.
- Make timely liquidation of expenditures for activities that have been accomplished.
- Make and submit a procurement Purchase request for items under the health program that are required at the field level.
- Ensure appropriate and timely spending of grants to achieve program goals, grant reporting contributions, and distribution of supplies and resources in coordination Area coordinator, health coordinator, and the health and nutrition manager.

**Staff Management:**

- Maintain updated job descriptions, recruit local staff in conjunction with the human resource department, and orient new staff to world relief and local authorities.
- Supervise health staff directly, providing ongoing leadership to the project team and overseeing implementation and coordination.
- Set performance objectives for the supervised staff, routinely monitor their performance and evaluate them at the end of the performance period.
- Determine personnel needs for the field-level activities, develop job descriptions in coordination with the area coordinator, and interview candidates, whenever needed.
- Recommend promotions and disciplinary actions for facility-based health staff through consultation with the area coordinator and health and nutrition manager.
- Address and mitigate staff complaints and conflicts in coordination with the Area Coordinator/Health and Nutrition manager.

**Coordination & Representation:**

- Develop and maintain effective working relationships with all stakeholders-including community leaders, churches, NGOs, UN agencies, Community based Organizations, and other world relief sectors to enhance cooperation and coordination.
- Represent World relief to the donor agencies, the county health department (CHD), UN agencies, partners, and other stakeholders as advised by the Area Coordinator and Health and Nutrition Manager.

**In general:**

- To carry out any other duties and /or responsibilities assigned by his immediate supervisor
- To be flexible as required



- To be accountable, give feedback and appropriate information regarding the request or on-going tasks to the person or department, for the duties and performances he/she is carrying out for them.

**CONSIDERING THE HUMANITARIAN NATURE OF THE WORK, THE EMPLOYEE CAN BE REQUESTED TO PERFORM ADDITIONAL DUTIES OR TO MODIFY WORKING HOURS FOR THE BENEFIT OF THE HEALTH PROGRAM**

**Qualifications and Experience:**

- Must be a Diploma holder in Clinical Medicine from a recognize Medical training school
- At least 3 years' experience in implementing and managing health programs, preferably in complex humanitarian and/or emergency settings.
- Fluency in both written and spoken English
- Background in situation analysis and health assessments.
- Knowledge in soft ware (Windows, Microsoft Office, Excel; Microsoft Project, Outlook and Other)
- Ability to work under pressure and with minimum supervision, team leader, analytical, empowering, accountable, think creatively and solve problems.
- Strong ability to support and build the capacity of the health national team and strengthening pf health systems.
- Experience supervising national staff in a complex, insecure emergency setting.
- Excellent oral and written communication skills.
- Competent in DHIS is an asset.
- Additional qualities: ability to multitask, ability to handle pressure well, ability to improvise, flexibility, cultural and environmental sensitivity.

**Applications Procedures:**

Applicants desiring consideration for this position should submit the following:

- Application letter, expressing your motivation for the position you are applying;
- Current CVs, copies of diplomas or certificates, including nationality certificates
- List of three former Supervisors who can serve as job references one of whom should be from the church with the **valid email address and contact numbers.**

Interested candidates should submit the above requirements to the HR & Administration Manager, World Relief email [WRSSrecruitment@wr.org](mailto:WRSSrecruitment@wr.org), coping [GElizabeth@wr.org](mailto:GElizabeth@wr.org) **not later than 3<sup>rd</sup> August 2022 at 5:00pm**, include job title in the subject line of the email.

**Applications will be reviewed as they are being received and only the shortlisted candidates will be contacted.**

