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Approved  
08 JUL 2020  
8/7/2020

## VACANCY ANNOUNCEMENT

**Job Title:** COUNTY HEALTH COORDINATOR

**Duty Station:** Guit Town, Guit County

**Reporting to:** Health and Nutrition Coordinator

**Anticipated Started Date:** July 8, 2020

**Advert Closing Date:** July 27<sup>th</sup>, 2020

### **Background:**

Community Health & Development Organization (CHADO) is a national humanitarian NGO established in 2015, dedicated and committed to basic human needs and improving the lives of vulnerable women, children, IDPs and Host communities. CHADO through its work in emergencies and long-term development strategies aimed at saving lives, relieving suffering and providing opportunities for a better standard of living for thousands of people. We provide livesaving through provision of Education in emergencies, Health & Nutrition, Child protection, GBV, WASH, FSL and Communication for Development (C4D). CHADO is currently operating in formerly states of Unity, Upper Nile, Eastern Equatoria, Lake, Central Equatoria and western Bahr el-gazal states. CHADO is seeking for a Qualified **County Health Coordinator** to be based in Guit town, Guit County.

### **Purpose of the Position:**

The County Health Coordinator ensures sound technical implementation of Primary healthcare activities in the County where s/he is assigned by CHADO under HPF 3 project. S/he works in collaboration with the County Health Department (CHD) by providing expert advice with the specific aim of transmitting knowledge to build the capacity of the CHD staff.

### **Responsibilities and Accountabilities**

- I. In close collaboration and coordination with the CHD, community leaders and other local stakeholders plan and organize the implementation of PHC as guided by the Basic Package of Health and Nutrition Services (BPHNS) delivery including health promotion and awareness activities in the county.



- II. In collaboration with CHD team plan and carry out supervision and support visits to Health Facilities (HF) (PHCC/PHCUs) aimed at identifying opportunities and challenges in the application of MoH – BPHNS policies and guidelines.
- III. Jointly work with CHD team to conduct regular skill training needs assessment and plan training and capacity building activities accordingly.
- IV. Support the CHD in collecting, processing, analyzing and reporting of routine health information (HMIS) by rendering technical assistance to the relevant officers and stakeholders.
- V. Provide support to CHD and the HF's in establishing and maintaining a standard supply chain system at all levels based on regular consumption data from HMIS and supervision findings.
- VI. Ensures correct implementation of the BPHNS at CHD, PHCC, PHCU's and community components (Boma Health Initiative-BHI) as well as addressing challenges in collaboration with CHD and all other stakeholders.
- VII. Advice and support the establishment and sustaining the health structures at County, Boma/Payam, Community and ensuring these respective health committees keep abreast to their roles and responsibilities to maintain good standards of service delivery including initiation of community-based health activities.
- VIII. Support the CHD in human resource management in the county including recruitment of key health cadres, maintaining up to date HRIS (Human Resource Information System), preparation of staff payrolls using SSEPS tool, and conducting staff appraisals based on the guidelines and procedures.
- IX. Support the CHD in planning and budgeting for funds and other resources allocated to the County from Govt., partners ensuring that expenditure and accountability are properly and timely tracked and reported.
- X. Provide administrative, logistical support to CHD and health committees in organizing outreach activities.
- XI. Represents CHADO in meetings at the County and at Payams level, as and when called upon by local Authority, partners and other stakeholders in the county.
- XII. Prepares and submits progress and monitoring reports periodical (weekly, monthly, quarterly, annual) including overview of the trends in health service uptake and epidemiological (morbidity / mortality) data.
- XIII. Attend to other duties as instructed and directed by the line Manager.

#### Qualifications and skills

- I. Qualified health professional Degree in Public Health from a recognized institution
- II. Minimum of three years working experience in a similar position preferably with an NGO or relevant government departments
- III. Demonstrated ability and affinity to work with CHD, local Authority /health staff to plan, coordinate, implement and monitor improvements in healthcare provision, disease control activities and health prevention and awareness.
- IV. Advance training skills with proven knowledge of adult education and community mobilization
- V. Strong communication skills with excellent written and spoken English
- VI. Excellent organizational skills
- VII. Advanced computer skills including Word, Excel, Power point, Access, Outlook as well the use of the internet. Preferable also basic knowledge of epidemiological database program e.g. Epiinfo, and MUST have knowledge of **District Health Information System software (DHIS-2)**



- VIII. Knowledge of spoken Arabic and local languages is an advantage
- IX. Ability to work under remote field conditions

**How to Apply:**

Interested and qualified candidates who meet the above criteria should submit their Application Letter, Curriculum Vitae and Photocopies of Academic documents to:

Human Resources Department of Community Health & Development Organization (CHADO) in Juba office near Juba Regency Hotel or send via email to [hr@chadosd.org](mailto:hr@chadosd.org)

**Deadline of applications: 27<sup>th</sup> July, 2020 at 5:00pm**

**Only shortlisted candidates will be contacted.**

