



JOB ADVERTISEMENT	
Job Title	Project Coordinator (Blood Donor Recruitment and First Aid)
Duty Station	Juba – SSRC HQ
Immediate Supervisor	SSRC Health Manager
Job Open date:	4 th March 2022
Close Date:	18 th March 2022

ORGANIZATIONAL CONTEXT

The South Sudan Red Cross (SSRC) is one of the 192 National Societies worldwide and was founded on the eve of South Sudan independence in 2011. The SSRC is a volunteer-based humanitarian society and works as auxiliary to the public authorities in the humanitarian field. Based on the Statutes of the International Red Cross and Red Crescent Movement, the SSRC was established through an Act of Parliament on 9th March 2012.

SSRC was formally recognized by the International Committee of the Red Cross (ICRC) on 18 June 2013 and in November 2013 the SSRC was admitted into the International Federation of Red Cross and Red Crescent Societies. SSRC's headquarters is based in Juba with a total of (21) branches and a growing network of units. There are currently over 230 SSRC staff members across the country and approximately 14,000 volunteers across the country.

The society's work is guided by seven fundamental principles (Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality) and by Strategy 2030 of the IFRC and with SSRC Strategy 2022-2026, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff MUST abide by and work in accordance with the Red Cross and Red Crescent principles

The South Sudan Red Cross in partnership with the National and State Ministry of Health, Republic of South Sudan will implement a three years' (January 2022 – December 2024) Blood Donor Recruitment and First Aid, Phase 4 project in Juba, Torit and Wau. The aim of the project is to improve the health status of the target population through enhancing voluntary blood donation and first aid. The project is funded by the Swiss Red Cross.

SUMMARY JOB PURPOSE

The Blood Donor Recruitment and First Aid, Phase 4 project is a continuation of a two years' (2020 - 2021) project. The goal of this new project is to "improve the health status of target population" in selected areas of Juba, Torit and Wau. This will be achieved through "improved local community knowledge and practice on non-remunerated voluntary blood donation

(VNRBD) and first aid” and “enhanced service delivery of VNRBD”. The project shall serve 894,298 indirect beneficiaries, and 228,012 direct beneficiaries through awareness raising activities and 9,566 direct beneficiaries through blood transfusion services.

The project will intensify awareness on VNRBD through improving local communities’ knowledge on blood donation by building SSRC volunteers’ capacity to disseminate information on blood donation to the public through media, drama sessions, household visits and formation of blood donor Clubs 25 in learning institutions and support in facilitating blood drives in the communities. The project will also address community misperceptions and existing myths related to donating and receiving blood. Poor road infrastructure and a congestion of road traffic accidents occasioned by poor cyclists and motorists result in many road traffic accidents that increase the need for blood transfusions and first aid.

The Project Coordinator will hold primary responsibility for the implementation of the voluntary blood donor recruitment and first aid activities in the target locations-Juba, Torit and Wau. His/her role includes the overall management of the blood donor recruitment, awareness and first aid related activities, supervision and monitoring of SSRC Project Officers in the three locations. S/he will be based at the SSRC HQ office in Juba, with frequent visits to the target locations. S/he will report to the SSRC Headquarter Health Manager.

JOB DUTIES AND RESPONSIBILITIES

Program design, planning and implementation

- Manage, coordinate, and lead the project officers in the operational implementation of the blood donation and first aid activities in the selected locations
- Is instrumental in the process of obtaining, installing, and applying the blood management software
- Develop proposals for expansion of blood donor and first aid projects

Training and development

- Coordinate with the project officers to plan blood transfusion training activities at community level
- Develop and implement quarterly field training schedules and refresher training schedules and co-ordinate with the project officers in its implementation
- Keep database of relevant training information of the BDRFA project
- Improve staff, volunteers’, and partners’ (blood bank staff) training/ facilitation skills through on site coaching and mentoring

Monitoring evaluation, documentation, and dissemination

- Support the PMER unit through coordination of the monthly monitoring data collection by project officers
- Support and facilitate regular project assessment, planning and data collection

- Ensure that data of blood donor management is captured in the three project locations and entered and maintained in the database at the NBTS in Juba
- Ensure timely and ahead of time requisition of commodities and supplies need at project locations
- Ensure financial transactions at field level are done in line with SSRC policies and procedures
- Assist in the preparation of project work plans and documents
- Oversee financial advance taking and settlement from the field in coordination with the project accountant
- Monitor and supervise the implementation of project activities to ensure that they are being implemented in accordance with the project proposal, log frame, operational plan, budget, and technical guidelines
- Prepare periodic progress reports and work closely with the project officers and partners, such as blood bank staff in ensuring the accuracy of project data
- Discuss and share lessons learned during SSRC & state coordination health forums
- Consolidate quarterly, annual, final, and other reports

Human resource management and development

- Manage day to day staff concerns and encourage high motivation levels
- Ensure an environment of mentoring and support to increase capacity and development of SSRC staff and volunteers on blood donation and first aid
- Identify and preempt any serious human resource issues, including the regular oversight of performance
- Conduct annual staff performance appraisals
- Manage project officers annual leave days

Coordination and public relations

- Serve as the primary point of contact for information sharing between SSRC branches & HQ, and with National Ministry of Health
- Liaise and build effective working relationships with the Ministry of Health, both at national and State level (Juba, Torit and Wau) in addition to other national and international partners supporting the blood bank
- Assist in identifying and addressing any information gaps between SSRC branches & HQ and with blood bank staff in target States. Participate and represent/ advocate for the project and SSRC in relevant National and State coordination forums
- Represent SSRC Health Department at national level when delegated by Health Manager

Administration and financial management

- Overall responsibility that project funds are spent in line with project proposal, budget, logframe and operational plan
- Ensure appropriate usage of office equipment and supplies
- Oversee the field financial projection and reporting from the branch level and regular reporting to the Health Manager at SSRC HQ

Position Requirements

- Degree in medicine, nursing, or associate clinical medicine or equivalent with a masters in in public health, with Physician Assistant background and Project management education.
- 5 years' minimum management experience in implementing health projects with I/NGOs
- 3 years minimum supervisory experience in implementing health projects, preferably in community health with Intl. NGO
- Experience in developing and conducting health-related trainings and community interventions
- Experience working in or with Republic of South Sudan National or State Ministry of Health, County Health Directorate, health providers, and/ or community-based networks
- Previous experience in managing, supporting, coordinating, and mentoring other staff
- Excellent English verbal and written skills
- Team player, self-motivated and proactive on own initiative to set and achieve goals
- Highly motivated, able to lead a process, engage others and create ownership
- Self-supporting in computers (Word, Excel, PowerPoints, email, and internet)
- Good command of local languages is a strong asset

How to apply:

Interested applicants should submit cover letters along with CVs, 3 professional referees and Copy of National ID and Certificates including daytime telephone contact to the email below: vacancy@ssdredcross.org Please indicate the title of the position you are applying for in the subject line of your email.

Alternatively, applications can be hand-delivered to the South Sudan Red Cross Society Head Quarters Office at plot #4, Block Ministries, Munuki Area. And please clearly indicate the position you are applying for on the back of envelope.

Please arrange your documents in the following sequence as shown below. Failure to follow this order may result in your application being disqualified.

1. **Cover Letter**
2. **Curriculum Vitae (CV) or resume**
3. **Copies of Certificates and National ID**

Please Note, only shortlisted candidates will be contacted for the interviews and all the photocopies are not returnable and will remain the property of SSRC.

