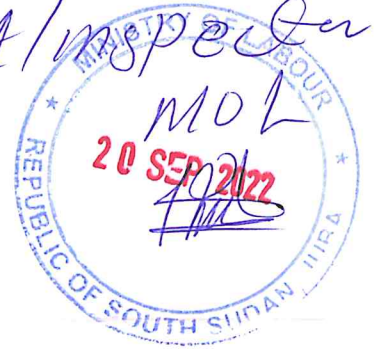


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CARE South Sudan

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

Position:	Hospital administrator
Department:	Health
Location:	Pariang Hospital
Reports to:	Health Manager
Provides supervision to:	Clinical and support staff

Purpose of the position:

The role of the hospital Administrator is responsible for providing leadership at the hospital and other facilities. He/she will lead the overall hospital supplies vision for the mobile sites including Nutrition and protection sector and provide administrative services for the hospital and mobile center in the county. This includes taking the lead for strategic and operational aspects of the mobile center ensuring that effort is made to secure resources and competent staff for the effective and efficient running of the hospital and mobile sites.

She/ He will work closely with the health manager, County Health Department, and members of the medical staff to maintain a high quality of medical and nutrition care and promote medical participation in furthering the mission of the organization

Major Responsibilities: (please define in output format – 1-10 things of what you expect to see as a result of this position)



Contributing Towards Care South Sudan Strategic & Tactical Objectives)

To ensure that CARE South Sudan Health Program is provided with the strategic, operational, and technical support necessary to accomplish the Country Office and County strategic and operational objectives: Including but not limited to:

- As a senior member of the County Management Team, participating in strategic & operational planning, and contributing personal expertise in technical, people and physical resources management
- The administrator should have excellent speaking skills along with IT skills.
- Overseeing the work of the facilities' functions, ensuring that the following are managed well Facility management, Asset, drugs, and supplies management & Facility administration.
- They should perform the critical function of maintaining the connection between the governing boards, the healthcare staff, and the department managers.
- The administrator should also ensure organizing, controlling, and coordinating the healthcare services based on the norms and regulations of the healthcare departments.
- The administrator is also responsible for maintaining, developing, and evaluating the program and the overall hospitality policies for every patient out there.

Provides leadership and vision in the development/review of administrative procedures and processes

To support the development/reviewing and implementation of policies and strategies that will ensure smooth running of the Hospital Administration and finances; devising ways to increase efficiency and effectiveness of the program and seeing to it that staff and resources are available for carrying out program work; and being aware of national and international requirements for managing hospital Including but not limited to:

- Being fully aware of national and international health care administration requirement, processes and procedures and ensuring they are applied
- Being fully aware of CARE program management requirement, processes, and procedures for managing health outlets and ensuring they are applied
- Participating in the development/reviewing of clinical information systems, electronic medical records, and procedures to allow proper utilization of medical supplies data and feedback to health staff, CARE management and CHD regarding practices patterns and performances
- Ensuring medical supplies data from pharmacy and medical logisticians of department at the hospital is collected, collated, and computerized for reporting according to CARE, Ministry of Health and Donor requirements and submit to Accountable manager for reviewing and submission to Donors; and bringing concerns, requests, and problems to Accountable managers as necessary for auctioning

Ensuring monthly and quarterly drugs consumption reports are collected and analyze and accounted for as per compliance requirement

Facility management

To ensure the physical working and living environment provided to hospital staff, patients and visitors is safe, secured, hygienic, and conducive to effective working and living: Including but not limited to

- Working with health manager to ensure sites visits are made to the hospital to identify necessary improvements; and working with the support team to ensure action is taken to resolve any issues raised/observed
- They should communicate the results to patients under clinic supervision and the exact timing and the proper documentation should be made for the patient's visit.
- Ensuring guidelines are in place for admission to the Centre and this is in line with national criteria set for admitting patients to hospital.

Liaising with the health manager to ensure security is in place, and that the health facility is effectively always guarded; making spot checks; giving feedback as appropriate; and keeping up to date with legal requirements and CARE policies for safety and security



Leading the health services delivery at both hospital and in Communities

Making sure that both the hospital and community outreach work is carried out in a way that addresses program objectives. This includes integrating, monitoring, and evaluating quality assurance, disease management; reviewing activities to ensure the highest standards in treatment and care of patients; and working with health staff team, County Health Department, other health services providers in the country, and community leaders in ensuring care services provided at the hospital and in communities are done accordingly and where necessary and Leading the team in developing hospital goals and objectives and backstopping physicians

- Working with other accountable managers for outreach work so as to ensure program implementation and performance monitoring in communities are done accordingly
- Supporting outreach teams in carrying out outreach work and ensuring they are provided with the required resources for program delivery in communities
- The administrator should also have the potential to work in larger groups and be a team player.

The hospital Administrator also ensures whether the staff is taking the responsibility of looking after the patient or not. The hospital Administrator takes the responsibility of seeing whether the staff is doing their duty or not. The staff also carries out effectively and delivers the best services by working either as a large group or individual

Asset, Drugs, and supply management

To ensure that the hospital is equipped with at least the required minimum equipment that could support achieve program objectives; drugs and equipment are delivered to the hospital in a timely manner; and liaising with health managers in ensuring that a realistic budget is developed clearly stating the needs of hospital and outreach work

- Requesting for health equipment, machinery, drugs, and supplies required for managing the hospital and outreach work
- Liaising with health manager in ensuring that procurement activities are done on time and logistics activities carried out thereby ensuring items bought are delivered on time and of the right quality and quantity
- Raising concerns with health managers in the case where asset, drugs and supplier received do not meet standard

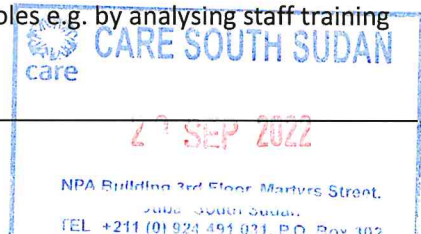
Ensuring that assets used in hospital are functional and staff are trained in the use of equipment and machinery; diagnostic tools and equipment in the hospital are safe and periodically treated for bugs

Staff capacity building and management

To work and liaise with HR department and health managers for health staff recruitment, development, and retention; support health care staff and promote staff wellness and capacity building activities that enhances staff satisfaction, wellness and development

- Communicating to Health Team and partners a clear and exciting vision for the work of CARE and for the role of the Health Program in the County and the Country in general
- Ensuring that each member of the team fully understands the outcomes that are expected of them and that they are aware of best practice in Health program implementation, quality, and learning
- Ensuring that work is planned and organised in a way that meet the needs of patients and partners in the most cost-effective manner possible; ensuring that team members are given appropriate workloads and are working efficiently
- Supporting team members to enable them to give off their best e.g. by encouraging and praising good performance, coaching, assisting staff to prevent or resolve problems, and ensuring they are provided with appropriate resources, tools and equipment
- Monitoring and reviewing performance and in particular, conducting periodic appraisals, holding staff accountable for meeting success criteria and delivering any improvement goals which have been identified, taking decisive action in the case of poor performance

Ensuring health staff development plans and programs are implemented; and advocating for staff to get adequate training and development required for performing well in their roles e.g. by analysing staff training



needs, coordinating with HR on training events; organising the delivery of training or coaching, and coordinating and sharing of experience

Representing the Health and Nutrition Project as required and acting as a spokesperson on issues relating to Health prevention and management related issues.

To assist the health Manager to represent CARE when required to the various Stakeholders including Donor's representatives, local and national Government (County Health Department, Health Ministry, and other Government departments/agencies). Liaising with concerned institutions/individuals/CARE staff/departments on Donor and Projects/Program visits and ensuring that all the necessary arrangements are in place for such visit.

- Complying with South Sudan Government priorities and policies where these complement (are consistent) with the CARE CO Mission and Vision as well as with donor contractual obligations and the need to ensure project quality.
- Representing CARE when requested by the health Manager in relevant technical working groups; ensuring that minutes from CARE coordinated meetings are done and shared; accordingly, organising and/or participating in other high-profile events (e.g. national events) and networking opportunities

According to personal expertise: Presenting work at local, regional, and international conferences & Supporting the Program Quality Team publish research findings

Qualifications: Education/Knowledge/Technical Skills and Experience

QUALIFICATIONS AND EXPERIENCE
Essential

- Bachelor's degree in public administration and added advantage bachelor's degree in public health
- Additional experience in hospital administration management
- 03 years' experience working with an International NGO will be an added advantage

Skills/abilities

- Good knowledge of computer systems and applications (Word, Excel,)
- Ability to write and interpret reports and training
- Fluent in English (spoken and written), working knowledge of Arabic or local language is a major asset.
- Have the capacity to live and work with people of different backgrounds Enhance team spirit, good communication skills, flexible and is able to live in an isolated area with basic services.
- Knowledge in Social work

Good communication skills

Key Relationship:

- Clinical staff
- County Health Department and other relevant stakeholder
- Internal Departments such as Procurement, HR, Admin, IT, ETC
- State Ministry of Health

Working Environment / Conditions:

- Work environment: Field based



- Clinical staff
- Public staff
- Protection staff
- Nutrition staff

Working Environment / Conditions:

- Work environment: Field based

HOW TO APPLY

The position will be based in Pariang. This position is ONLY open to South Sudanese Nationals. Opening Date **20th September 2022** and Closing date CARE South Sudan receiving application will be **7th October 2022**.

Applications and CVs should be delivered to: jobs.southsudan@care.org Or Hand delivery to CARE Office NPA Building 3rd floor, Martyrs Street Juba South Sudan or CARE Pariang Field Office

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

