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Approved by
S. Inspector



Vacancy Announcement

JOB TITLE	Program Officer (1)
SECTOR	Risk Communication and Community Engagement
REFERENCE NUMBER	UNH/CE/2023/PO
JOB TYPE	Full Time
REPORTS TO	Program Manager
DUTY STATION	Juba with frequent travels to the field locations
DURATION	Six (6) months renewable
OPEN TO	South Sudanese only
OPENING DATE	April 14, 2023
CLOSING DATE	May 5, 2023 at 3:00pm

Background/United Network for Health Summary:

United Networks for Health (UNH) is a non-political and a non-profitable South Sudan based National Non –Governmental Organization (NNGO) founded under South Sudan humanitarian act to provide relief and development services to the vastly vulnerable population of South Sudan.

UNH is dedicated to the implementation of humanitarian and development programs by supporting the National efforts in addressing South Sudan Health, Nutrition, Water Sanitation and Hygiene, Food Security that post Public Health threats within the integrated public health programming. Currently, we are implementing various projects in the states of Eastern Equatoria, Central Equatoria, Upper Nile, Warrap and Jonglei. UNH has responded in the covid-19 case management in Torit and Nimule with the support of IOM/CERF two years back and also implemented the CAG project in Torit in 2022. UNH



is now due to support the ICMN team with support from UNICEF in the counties of Torit, Magwi and Ikwotos in Eastern Equatoria State and Twic County of Warrap State and seeking to recruit a program officer for the emergency projects. Applicants should be in alignment with UNH values of Respect, Dignity, Accountability, Impartiality and Professionalism and its vision of improving the quality of lives of people affected by poverty and disasters.

Summary of Key Duties and Responsibilities:

- In collaboration with the Health Program Manager and the Technical Advisor, ensure that all the UNH program utilises standardised protocols, policies and guidelines, as outlined by South Sudan Ministry of Health, UNICEF and WHO, and are strictly followed. Ensure that all the activities are consistent with established best practices.
- Work in consultation with the programme manager to accomplish programme tasks and activities.
- Organise and facilitate the capacity building of the Program Assistants and field Officers through refresher and on job training.
- Undertake supportive supervision visits in all UNH project locations.
- Provide leadership to the project teams in implementing action plans of the project.
- Ensure compliance with approved Program and Project budgets.
- Support in the development of strategic plans and budget for all program activities.
- Supports Management team in building networks.
- Ensure quality in implementation of all UNH projects.
- Participates in the review and setting of performance standards.
- Prepare monthly work plan and submit to the programme manager in each month.
- Coordinate and liaise with State MOH, CHDs, UNICEF and other partners for planning and implementation of UNH activities.
- Verify and validate the reported data from the counties and states to ensure quality of data.
- Participate in the design of robust M&E plans and design/adapt health information systems including surveillance systems for the UNH programs in South Sudan.
- Represent UNH in health cluster meetings and all meetings conducted.



- Ensure a good working relationship with all stakeholders involved in service provision to supported Project activities in each of the locations.
- Fundraising –
 - ✓ Support UNH's fundraising actions by maintaining regular contact with donor representatives and by preparing and submitting project funding submissions and appeals.
 - ✓ Connect and if appropriate, meet with current and prospective contributors and investors based in South Sudan, and attract funding, such as grants, contributions and sponsorships to UNH's work.
 - ✓ Support and oversee administrative aspects including proposal preparation and grant writing.
- Perform any other duties assigned to by the supervisor and the Executive Director.

Qualifications, Experience, Core and Behavioural Competencies

Education;

- Diploma/Bachelor Degree in Clinical Medicine, social works, Community Development Studies, Mass Communication, Public Health and any other related field.

Work Experience;

At least 3 Years working experience in health programs both at clinical and community-based programs.

Core Behavioural Competencies (Knowledge and Skills);

- Demonstrated Communication Skills and Competencies
- Thorough knowledge and understanding of South Sudan Health Policy
- Excellent interpersonal communication skills
- NGO/NNGO work experience is an advantage
- Ability to exercise sound judgment and remain flexible to a changing environment
- Ability to work well with cross -cultural teams of the local areas



- Ability to identify problems and solve them a professional manner.
- Should be able to use Microsoft Office especially MS-Word, Excel, PowerPoint

Language Skills:

- Advanced proficiency in written and spoken English.
- Ability to communicate in Arabic.

How to apply

To apply, Applicants are encouraged to submit their hard copy applications declaring interest for the position to the UHNSS Offices, Mia Saba Road opposite Tax Service Canter (NRA) –Munuki and jobsatunh@gmail.com indicating the title as **UNH/JB/2023/PO** in the subject line.

Key Notes:

1. UNH is an equal opportunity employer and does not charge a recruitment fee or any other fees at any stage of the recruitment process
2. Internal candidates who meet the required specifications and have worked with
3. Make sure that your application letter, CV and certificates are attached as one pdf document when sending through an email.
4. Indicate the Vacancy Code as the subject line of your email and on the cover of the sealed envelope and only shortlisted candidates will be contacted.
5. Any form of canvassing will lead to automatic disqualification
6. Females and people living with disability but suit the JDs are encouraged to apply
7. Address your application to; The Human Resource Officer of United Networks for Health South Sudan (UNHSS).

Submission Deadline for Application:

The deadline for application is: **Friday 5th May, 2023, 3:00PM** and due to emergency of the positions shortlisting and interviews shall simultaneously be conducted before the deadline date as applications are being received.

