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**Windle Trust**  
International



**JOB OPPORTUNITY**

**This position is open to FEMALE South Sudanese nationals only.**

<b>JOB TITLE:</b>	School Nurse
<b>LOCATION:</b>	<b>Residential posting</b> at Ibba Girls Boarding School (IGBS)- Ibba County, Western Equatoria State (WES), South Sudan
<b>Reporting to</b>	IGBS Head Teacher
<b>APPLICATION OPEN DATE</b>	<b>24 January 2025</b>
<b>APPLICATION DEADLINE</b>	<b>14 February 2025, 4:00 PM South Sudan Time</b>

**I. INTRODUCTION**

Ibba Girls Boarding School (IGBS) is located on a 100-acre forest site in Ibba village, situated between Yambio and Maridi in Western Equatoria State (WES). IGBS opened in 2014 and provides high-quality education for 360 girls in both primary and secondary school education (P4 through to S8), in a residential setting so that girls can study without domestic pressures, and because the catchment area is across the whole of Western Equatoria State. The Head Teacher is responsible both for the education and the protection and well-being of all the girl students in this residential setting.

Ibba Girls Boarding School is a community school founded by members of Ibba community in collaboration and with financial and technical support and advice from, Friends of Ibba Girls' School (FIGS). FIGS is registered as a charity in the UK for this specific purpose. Although the school is located in Ibba County, the catchment area covers all the 10 counties of WES from where the school thus recruits its learners. IGBS aims to provide quality teaching and learning in a safe environment for all girls regardless of their social status or background. The school comprises sections of both Primary (from Primary 4 to Primary 8) and Secondary (from S1 to S4), with up to 360 enrolments (currently 320). There are 40 teaching and support staff (including live-in dormitory matrons, school nurse, cooks, cleaners, guards and ground staff).

A broad-based body of IGBS Trustees, Board of Governors and PTA guides the school. In 2023, Windle Trust International (WTI) was commissioned by FIGS and IGBS Trustees and by the Ministry of General Education and Instruction (MoGEI) through a tripartite MOU to manage Ibba Girls' Boarding School and provide capacity building and training of the South Sudanese Trustees, governors, PTA, leadership and staff of IGBS.

Windle Trust International (WTI) is a specialist educational international NGO that challenges poverty and inequality by expanding access to, and improving, the quality of education and training, for communities affected by conflict, displacement, neglect, or discrimination. WTI has over 40 years' experience investing in the education, professional and leadership development of conflict-affected communities in Eastern Africa and the Horn of Africa regions. WTI envisions "A world where everyone has the opportunity, through education and training, to make the most of their potential and contribute to the public good". WTI has been operational in South Sudan since 2006.





IGBS Trustees in partnership with WTI are now recruiting a qualified, experienced and mature **female** to fill the position of **School Nurse (SN)** who will be resident in Ibba Girls Boarding School, a residential school setup, and will be responsible for the school clinic to provide healthcare and support services to the learners and staff in the school.

## II. JOB SUMMARY

### a) Job Purpose:

The School Nurse will be responsible for managing the school clinic and for **providing healthcare services** to learners and staff in the school, and this includes providing medical treatment and care for students and staff with common treatable illnesses and minor injuries, advising students, parents or guardians and staff on common and preventable health challenges in order to promote healthy environment for learners in the school. The jobholder will promptly refer serious medical cases to other local health facilities in Ibba for further management or recommend for parents/guardians to come and withdraw the learner for better and specialized medical care in other facilities elsewhere in the state or the country as appropriate.

### b) Key Roles and Responsibilities

- Conduct medical screenings of learners for early detection or identification of health problems and issue medical referrals to other health facilities as needed
- Develop plans for monitoring the health status of learners and recommend preventive measures.
- Prepare requests for needed drugs and other essential medical supplies, in consultation with the Head Teacher and Admin Officer for procurement.
- Provide first aid care to, and emergency health assessments of the learners as well as the staff of the IGBS.
- Prepare care plans and coordinate the provision of care and support to students with chronic or acute health conditions or special needs.
- Report to the senior management team on issues of critical importance for the health, safety and well-being of students.
- Administer medication and monitor delegated medication administration to learners.
- Carryout medical routine checkups for pregnancies at least once or twice in a term.
- Refer serious medical cases to the health facility or hospital for further management
- Update medical records of sick learners in the school.
- Maintain accurate inventory of assets (including drugs and other medical equipment and supplies) in the school clinic.
- Provide monthly and termly medical reports including usage of medicines to school management.
- Communicate correct information to parents about their children health, wellbeing, and challenges in the school.
- Maintain good coordination with matrons for comprehensive care, management and services delivery for the health and wellbeing of learners within the IGBS.
- Educate students and staff on healthy habits and practices, such as proper nutrition and hygiene, working closely with health and food prefects.
- Keep track of students' vaccination records.
- Update students' medical history



- Ensure school environment is safe for children and school staff (e.g., prevention of communicable diseases)
- Undertake regular stock-taking of medicines, identify expired drugs and carry out safe and proper disposal of expired medicines in consultation with the Head Teacher.
- Ensure compliance with national and local health guidelines and regulations.
- Provide update to parents during visitation days on the health status of their children while at school and create awareness among parents of their responsibilities for the health of their children especially when they are with the parents during holidays.

### III. PERSON SPECIFICATION

#### a) Required Personal Qualities

The successful candidate is expected to meet the following required qualities:

- A personal commitment to the school's core Christian values, and to welcoming and working with people of all faiths and none.
- The ability to communicate effectively and relate easily with learners, staff and parents/guardians.
- The ability to motivate and inspire learners to embrace good spiritual, moral and social aptitudes and to achieve high standards in academic performance.
- Ability to empathize with and care for sick learners (including learners with disabilities and learners with special health or family conditions).

#### b) Professional qualifications

- Certificate in Nursing, Midwifery or Clinical Medicine is required, while diploma will be an advantage.
- Minimum of 3 years' experience managing a healthcare unit/centre or programme is required.
- Previous experience managing a school clinic will be an added advantage.
- Demonstrable experience managing Medical Records and reporting.
- Good English Language professional proficiency (both spoken and written).
- Basic pharmaceutical knowledge and skills in drug administration (including prescriptions) is required.
- Good knowledge and skills in Public Health management
- Competent computer user, with knowledge and experience of Microsoft Office applications including MS Word, MS Excel, MS Power Point (or similar) software packages, internet and email skills is desirable.
- A leadership style which emphasizes good communication and teamwork and promotes education for all.

#### c) Benefits

- A competitive salary package
- National Social Security Insurance – 17% employer contribution monthly.
- Gratuity pay – One month salary per 12 months of service
- Accommodation and Feeding at the school premises
- Free medical care at the school
- Annual Leave during termly school holidays





**How to apply:**

Submit your CV, letter of motivation, certified copies of academic documents and National ID electronically (by email) to [Jobs@windle.org.uk](mailto:Jobs@windle.org.uk) and copy [akello@windle.org.uk](mailto:akello@windle.org.uk) and [galdino@windle.org.uk](mailto:galdino@windle.org.uk) . You can also hand-deliver hard copies of your application to WTI Yambio Office located at the State Ministry of General Education and Instruction , or to IGBS located at Ibba County. Applications must be submitted before or by the **14<sup>th</sup> February 2025**, and no later than 4:00pm South Sudan time. **Applications submitted after this deadline will be rejected.**

Windle Trust International, as well as FIGS and IGBS have zero tolerance to all forms of abuse including sexual exploitation, sexual abuse, human trafficking, child abuse, child labour, discrimination, and fraud & corruption. All concerns and complaints regarding safeguarding will be rigorously identified, reported, and investigated by WTI. WTI will carry out thorough background checks to screen applicants and ensure their suitability for the position, and any pending sexual exploitation and abuse (SEA) allegation or abuse will lead to disqualification or termination of the application process.

Windle Trust International does not charge any fee at any stage of recruitment. Do not be cheated! Report any concerns to Management at email: [safeguarding@windle.org.uk](mailto:safeguarding@windle.org.uk) or [Welfare@windle.org.uk](mailto:Welfare@windle.org.uk)

NB: Only shortlisted candidates will be contacted. **This position is urgently required to be filled in, as such, applications will be reviewed on rolling basis until a qualified candidate is selected.**

