



JOHANNITER

Approved: *[Signature]*
22/3/2021

JOB VACANCY



Job Title: Nurses (2 Positions)
Organisation: Johanniter-Unfall-Hilfe e.V.
Location: Torit, Eastern Equatoria State, South Sudan
Reporting to: Clinical Officer
Supervising: None
Working with: Finance, Logistics, HR, Program Team, Mothers, and Care takers
Posting Date: 22nd/March/2021

Organisation Description:

Johanniter-Unfall-Hilfe e.V. (www.thejohanniter.org) is German Christian non-governmental organisation, dedicated to excellence in the field of first aid, ambulance service, social service programmes and other projects in the medical and social field. The Federal Headquarters are based in Berlin, Germany. Johanniter International Assistance is the operational unit for humanitarian aid, development co-operation and emergency relief, implementing and supporting mostly health projects worldwide.

Main Purpose of Job:

Under the direct supervision of the Clinical Officer the Inpatient Nurse is responsible to ensure every admitted Children receive adequate medical examination, required routine and prescribed medication and therapeutic food as appropriate and according to the protocols, and to assist the clinical officer.

Main Duties:

- To strictly follow stabilization centre programme protocols
- To ensure each children with severe and acute malnutrition is triaged upon arrival
- To ensure that each children with severe and acute malnutrition receives immediate medical examination, routine medication and therapeutic milk in different phases of the treatment
- Assist for compiling monthly hospital food and supplies stock reports on time
- Ensure Infection Control Protocols are posted and universal infection preventions procedures are in place
- To check regularly the vital signs of admitted children's and record the findings and other important information in the monitoring chart
- To ensure all utensils used for therapeutic milk preparation cleaned with the recommended infection prevention methods
- To ensure each beneficiary is measured daily by the inpatient Assistant
- To record all symptoms of admitted children's, medication given and tests and results
- To keep an up to date record of all medication used and be responsible for stock management and reporting (distribution monitoring, use of non-expired drugs, stock ordering etc.)
- To ensure that local customs relating to privacy are adhered and to handle the beneficiaries in a sensitive and reassuring manner
- To ensure that the inpatient unit is cleaned daily and all equipment are in good working order and clean
- To report any shortages or broken equipment to the Clinical officer





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- Submit weekly and monthly reports to the supervisor.
- To prepare any necessary reports as requested by the clinical officer or Team Leader
- To attend team meetings on a regular basis
- To ensure that mothers respect basic hygiene principles
- To ensure that waste (medical and non-medical) is appropriately disposed of
- To respect secure storage for medication and food and proper record keeping
- Maintain a personal standard of cleanliness and hygiene at all time.
- To ensure caretakers receive basic health education in feeding, hygiene and health and infant and young feeding practices.

Reporting:

- Maintain up to date records on above functions for provision of reports to supervisor as requested.

Systems Compliance and Improvement:

- The Johanniter-South Sudan specific finance, logistics, IT, security, communications and human resource/administration policies and procedures.
- Any new procedures and guidelines designated in circulars from program manager or country office

Policy compliance – Mandatory Reporting Policy (MRP):

- Ensure any violations of the Johanniter Anti-corruption, Sexual Abuse and Exploitation Code of Conduct are reported to the Project coordinator. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of corruption, sexual abuse and exploitation of beneficiaries by The Johanniter and other humanitarian workers

Confidentiality:

- Ensuring the non-disclosure of any information whatsoever relating to the practices and business of the Johanniter International Assistance acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty. Confidentiality is of great importance. Disclosure of Johanniter confidential matter is a disciplinary offence.

Note: The role of the inpatient nurse cannot be limited to the specific duties and tasks detailed herein. The success of the Johanniter humanitarian mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, the inpatient nurse will be required to manage all unforeseen issues and circumstances and remain flexible to perform other duties, as and when required.

Qualifications, Skills and Experience:

- Diploma in Nursing or other related fields.
- Minimum of **One (1)** year experience as Nurse in NGO setting or possess **six (6)** Months of Internship or relevant experience with a private sector.





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Experience:

- Qualified nurse with podiatric department experience in a recognized hospital
- Nutrition programme, primary health care or community health experience
- Proven capacity in management and teamwork
- Excellent communication skills and a willingness to be respectful, kind, sensitive and empathize with all beneficiaries and their care takers
- Willingness and capacity to be flexible and accommodating when faced with difficult and frustrating working conditions
- Demonstrable ability at report writing
- Commitment to and understanding of Johanniter aims, values and principles
- Fluency in written and spoken English and local language

Functional skills and knowledge:

- Remains productive when under pressure.
- Relates and works well with people of different cultures, gender and backgrounds.
- Should be a Team player.
- Ability to work with minimal supervision

Languages: Fluency in local language and excellent working knowledge of English or Arabic.

Preference will be given to qualified candidates from/living in the aforementioned locations.

The position is open for: SOUTH SUDAN NATIONALS WITH ALL NATIONAL DOCUMENTS.

How to apply; Deliver your updated CV, Motivation letter, certificate copies, reference contacts

of three former supervisors as well as job certificates if available and copies of your National ID as single document to the **Office of Johanniter Juba located adjacent to TM Lion Hotel, opposite suk wewe or Caritas Switzerland, Katire Road, Hai Mission, Torit, Eastern Equatoria State, South Sudan.**

Online applicants should submit their applications through email to hr.southsudan@thejohanniter.org not later than **14th April 2021, 5:00 PM SSD Time.**

Please indicate the title of the position you are applying for in the subject line of your application and only shortlisted candidates will be contacted for the interviews

DO NOT SUBMIT ORIGINAL DOCUMENTS

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Qualified female candidates are strongly encouraged to apply





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Approved: *Hjilne*
22/3/2021



JOB VACANCY

Job Title: Record Assistant (1 Position)
Organisation: Johanniter-Unfall-Hilfe e.V.
Location: Torit, Eastern Equatoria State, South Sudan
Reporting to: Clinical Officer
Technically Reports to: MEAL Officer
Supervising: None.
Working with: Project Coordinator, Project Manager, MEAL coordinator
Posting Date: 22nd/March/2021

Organization Description:

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Main Purpose of Job:

The Records Clerk will be responsible for supporting Mobile Medical Unit team(s) with patient record keeping and completion of assigned data collection tools. He/she will be responsible for filing and storage of records/and tools and supporting the MEAL Officer with data verification, consolidation and reporting.

Main Duties:

- Enters patient data as appropriate in project data collection forms following stipulated procedures
- Ensures accuracy and completeness of project records
- Periodically, as assigned, transmits data from source documents in project MIS
- Ensures timely consolidation of data for reporting as requested by project team
- Develop a record management system that ensures the proper filing, storage and retrieval of documents
- Prepares and sorts/indexes data collection forms for filing
- Ensures that data is protected and properly stored.
- Ensures that records are easily accessible when needed.

Systems Compliance and Improvement:

- The Johanniter-South Sudan specific finance, anti-corruption, logistics, IT, security, communications and human resource/administration policies and procedures.
- Any new procedures and guidelines designated in circulars from Project Coordinator or country office

Policy compliance – Mandatory Reporting Policy (MRP):





- Ensure any violations of the Johanniter Anti- corruption and Sexual Abuse and Exploitation Code of Conduct are reported to the Project coordinator. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of corruption, sexual abuse and exploitation of beneficiaries by The Johanniter and other humanitarian workers

Confidentiality:

- Ensuring the non-disclosure of any information whatsoever relating to the practices and business of The Johanniter International Assistance acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.

Qualifications, Skills and Experience:

Education:

- Diploma or first degree in statistics, public health, demography, monitoring and evaluation or a related field;
- At least 1-year experience in a similar position or as a Data entry clerk or Book keeper

Experience:

- Excellent computer skills (documents/spreadsheets/databases/presentations/calendars/email).
- Strong interpersonal skills
- Bilingual in English and either Arabic or other local languages
- Knowledge and experience in the project area (Torit) will be advantageous

Functional skills and knowledge:

- Strong oral and written communication skills;
- Excellent computer skills, including data software, DHIS, NIS
- Remains productive when under pressure.
- Demonstrates a systematic and efficient approach to work
- Works collaboratively with team members to achieve results.
- Relates and works well with people of different cultures, gender and backgrounds.
- Good communication skills.
- Should be able to submit reports on time
- Should be a Team player
- Ability to work with minimal supervision

Other skills (e.g. I.T.): Very good computer skills

(documents/spreadsheets/databases/presentations/calendars/email).

Languages: Fluency in English or Arabic, with an excellent working knowledge of the other local language.





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Approved. *Shihie*
22/3/2021



JOB VACANCY

Job Title: Nutrition Assistants (2 Positions)
Organisation: Johanniter-Unfall-Hilfe e.V.
Location: Torit, Eastern Equatoria State, South Sudan
Reporting to: Clinical Officer
Technically Reports to: Country Finance Manager/Finance Coordinator
Supervising: CNWs
Working with: Finance, Logistics, HR and Program Team
Posting Date: 22nd/March/2021

Organization Description:

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Main Purpose of the Job:

The Nutrition Assistant will supervise the OTP, TSFP MIYCN and the community outreach activities, guaranteeing the efficient and effective sensitisation, mobilisation and participation of the targeted communities, thereby maximising programme performance. The incumbent will also ensure that every beneficiary receives an adequate medical examination, the required routine and prescribed medication, therapeutic foods and referral for additional treatment, as appropriate and according to the nutrition protocols and also assist the CNVs and MIYCN facilitators in their jobs by providing them the on the job training.

Job Description

- Educates the child caregivers on the food preparation procedure especially the CSB ++
- Compile the nutrition center report together with team leader.
- Participate in general MUAC screening assessment in the camp for both U5 and PLWs.
- Educate mothers on the importance of giving the therapeutic food to the malnourished child only and in the right quantities per day.
- Ensures that the admission cards are available in the nutrition centers by liaising with supervisor to print more before you run short of the supply in the Center.
- Ensures that the admission register book for U5 TSFP, PLWs TSFP and BSFP are up to date.
- She/he participates in community mobilization to sensitize to the community on the distribution days and any upcoming program activities.





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- Notifies the nutrition supervisor on the status of the anthropometric tools as soon as they detect any measurement discrepancy especially the weighing scales and height boards.
- Any other task assigned to them by the nutrition overall supervisor.
- Ensures that the admission register book for U5 TSFP, PLWs TSFP and BSFP are up to date.
- Notifies the nutrition Officer on the status of the anthropometric tools as soon as they detect any measurement discrepancy especially the weighing scales and height boards.
- Work together with Nutrition Nurse in compiling nutrition weekly and monthly Report data.
- Any other task assigned to them by the nutrition overall supervisor.

Reporting

- Compile weekly and monthly of nutrition report activities of the site and submitted to the officer.
- S/he is Responsible for accurate record keeping, ordering and accountability of nutritional equipment, supplies and drugs as assigned by the Supervisor.

Systems Compliance and Improvement:

- Maintain security, communications and ensure human resource/administration policies and procedures are observed. '
- Ensure any violations of the Sexual Abuse and Exploitation Code of Conduct are reported to the Nutrition Officer or the designated person(s). The reporting of violations is an obligation on the part of all staff members. '

Ensuring the non-disclosure of any information whatsoever relating to the practices and business of Johanniter acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty

QUALIFICATIONS – ESSENTIAL

- The position requires completion of secondary education. Nutrition Experience is advantageous.
- Fluency in the local language and knowledge of local culture are required
- Positive and professional attitude, able to organize, maintain and prioritize work under pressure and able to work in hardship environment;
- Experience in anthropometric measuring techniques and community mobilization.
- Experience in screening and referral of severe malnutrition will be an added advantage.
- Experience in nutritional survey as data collector is an added advantage





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- High level of integrity, accuracy, attention to detail and ability to detect inconsistencies and inaccuracies
- Ability to work quickly and accurately, follow operational and Programme procedures.
- Committed person with a heart for disadvantaged communities as refugees
- Hardworking, and able to work under pressure on short deadlines with flexibility and minimum supervision
- Demonstrate excellence, stewardship, and collaborative abilities.
- Display trustworthiness, honesty, confidentiality and should be comfortable working in a team setting.

Languages: Fluency in English. Knowledgeable of the other local languages is an added advantage.

Language: Fluent and good working knowledge of English and Arabic

The position is open for: SOUTH SUDAN NATIONALS WITH ALL NATIONAL DOCUMENTS.

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Approved: *Spj. Hie*
22/3/2021



JOB VACANCY

Job Title: Integrated Community Case Management Assistants (2 Positions)
Organisation: Johanniter-Unfall-Hilfe e.V.
Location: Torit, Eastern Equatoria State, South Sudan
Reporting to: iCCM Officer
Technically Reports to: HR/Admin Officer/HR/Admin Coordinator
Supervising: None
Working with: Finance, Logistics, HR and Program Team
Posting Date: 22nd/March/2021

Organisation Description:

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Job Responsibilities:

Project Implementation (60%)

Selection of Community Health volunteers

- Work with communities to understand the role of the integrated Community Case Management Program and the responsibilities of the community health volunteers
- Participate in conducting community mobilization meetings for the identification and selection of community volunteers including Community Based Distributors (CBDs) and Boma Health Supervisors (BHS)
- Work closely with community mobilizers in conducting the community level meetings at which the community volunteers will be selected.
- Ensure that the community volunteers assess, classify and treat malaria, pneumonia, and diarrhoea correctly.
- Support the volunteers in the screening of Malnutrition and refer using the referral pathway.
- Assess the competency of community volunteers in treating the 4 diseases
- Provide feedback on performance to the community volunteers in a constructive way.
- Provide on job training to community volunteers to address identified problems during supportive supervision visits.
- Identify and document any challenges faced by community volunteers during the supervision visits.





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- Manage any such challenges identified, with the community volunteers during supervision.
- Forecast and supply medicines and supplies to community volunteers based on previous month consumption levels to ensure that the community volunteers have adequate stocks to last until the next round of supervision.
- Conduct monthly meetings with all community volunteers of his/her catchment area. To conduct monthly meeting with community health volunteers to discuss all related issues and to put plan for the coming period.
- Ensure proper dispensing and recording of drugs from each CBD through iCCM monitors to ensure continuous supply of drugs
- Have accountability for the drug supply and tracking of the CBDs
- Be the link between the health center and the community to ensure integration of activities.
- Document and share lesson learnt, success stories, achievements and successes from the field.
- Collect monthly reports from Boma Health Supervisors, revise and give feed back to the team.
- Conduct field visits on a regular basis to ensure proper data collection and improve quality of care given by CBDs.
- Ensure the quality of the data reported by CBDs through regular verification of the data
- Develop monthly narrative achievement report compiled with statistic report to the direct supervisor.
- Make follow up and take action on data quality issues identified by the M&E team on monthly basis
- Contribute to quality program reports, consistent with both Johanniter and donor requirements
- Assess stock needs of field volunteers- CBDs through the Boma health Supervisors and communicate to iCCM Officer for support.
- Be part of confirmation in payment of volunteers ensuring all volunteers to be paid are confirmed by their work.
- Directly supervise Boma Health Supervisors(BHS) and Community Based Distributors(CBDs).
- Actively promote PSEA standards within Johanniter and amongst beneficiaries served by Johanniter.

Person Specification

Profession/Qualification:

- Qualified health professional diploma or certificate with experience in developing public and primary health care (nurse, clinical officer, or relevant Public Health qualifications)
- Awareness and knowledge of iCCM programming in South Sudan context.
- Experience in implementing health programs including iCCM/ Boma Health Initiative.
- Fluent in English and Arabic; familiarity with local languages spoken is an advantage
- Excellent writing skills and competency in compiling field reports using the provided tools.
- Able to work well both within a team and independently, in a challenging and fast-moving multicultural environment
- Good reporting, planning, assessment and analytical skills





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- Skilled in, and committed to, community participation/interaction, field visits and presence in program areas and
- Proven commitment to humanitarian and accountability principals and knowledgeable of quality assurance systems

Proven commitment to humanitarian and accountability principals and knowledgeable of quality assurance systems.

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Approved. *Hjilie*
22/3/2021

JOB VACANCY

Job Title: Midwives (2 Positions)
Organisation: Johanniter-Unfall-Hilfe e.V.
Location: Torit, Eastern Equatoria State, South Sudan
Reporting to: Clinical Officer
Supervising: None.
Working with: Finance, Logistics, HR and Program Team
Posting Date: 22nd/March/2021



Organisation Description:

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Main Purpose of Job:

Working under the direct supervision of the Clinical Officer, the local midwife is responsible for providing maternal and neonatal health care at the WGWC contributing to healthy pregnancies and safe motherhood.

Main Duties:

- Provide antenatal care, postnatal care and preventive treatment to women during their pregnancy, including the provision of TT vaccination, according to the MoH Guidelines
- Identify pregnant women at risk and refer them to the midwife for further management
- Provide Family Planning services according to MoH Guidelines
- Manage antenatal drugs (Fansidar, ferrous sulphate and folic acid) and supplies to ensure that all pregnant women get special care during their visits
- Advise the community on promotive and preventive health practices.
- Conduct regular home visits on a weekly basis within catchment area, to follow up pregnant and post-partum women
- Assist in planning and implementing refresher courses for TBAs
- Discuss urgent health matters with the midwife in charge or medical officer
- Assist in preparing weekly and monthly reports
- Serve as a key link between the community and the Johanniter, representing Johanniter. In all your work within the community
- Jointly with the midwife in charge, provide information to VHC/TBAs concerning the programme in the camp
- Develop and maintain constructive relationship between Johanniter, local authorities and community





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- Any other duties as reasonably requested by your supervisors
- Able to work on duty night when required by the supervisor

Reporting:

- Responsible for compiling data from WGWC activities in a timely manner.
 - Should be able to compile drug consumption report at the health facility
- Should be able to submit reports in time

Systems Compliance and Improvement:

- Ensure adherence to Johanniter-South Sudan specific finance, logistics, IT, security, communications and human resource/administration policies and procedures.
- Incorporate and comply with any new procedures and guidelines designated in circulars from Country Director

Policy compliance – Mandatory Reporting Policy (MRP):

- Ensure any violations of the Johanniter, Sexual Abuse and Exploitation Code of Conduct are reported to the supervisor, the Country Director, or through the anonymous reporting mechanism. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by Johanniter, and other humanitarian workers
- Play a key role in planning and rolling out training of and adherence to MRPs in coordination with the MRP focal team/person within country program.

Confidentiality:

Ensuring the non-disclosure of any information whatsoever relating to the practices and business of Johanniter acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.

Qualifications, Skills and Experience:

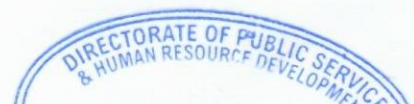
- Midwife/ registered midwife or community midwife
- Health qualifications like MCHW certificates and relevant past working experience are desirable

Good command of spoken and written English an advantage

- Computer literacy and good knowledge of MS Word and MS Excel is desirable
- Motivated and able to work independently
- A team player and willing to work in remote areas

Note: The role of the local midwife cannot be limited to the specific duties and tasks detailed herein. The success of the Johanniter's humanitarian mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, the local midwife will be required to manage all unforeseen issues and circumstances and remain flexible to perform other duties, as and when required.

Preference will be given to qualified candidates from/living in the aforementioned locations.





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Approved
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22/3/2021

JOB VACANCY



Job Title: HR/Admin Assistant (1 Position)
Organisation: Johanniter-Unfall-Hilfe e.V.
Location: Torit, Eastern Equatoria State, South Sudan
Reporting to: Project Coordinator
Technically Reports to: HR/Admin Officer/HR/Admin Coordinator
Supervising: Cooks/Cleaners
Working with: Finance, Logistics, HR and Program Team
Posting Date: 22nd/March/2021

Organisation Description:

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Key Responsibilities

Objective 1: Support implementation of HR Policies.

- Ensure that each and every staff of Johanniter International Assistance has received, read and signed the HR Policies and procedures which forms part of the staff contract and that copies of these signed policies and procedures are filed in each staff's file in the field office.
- Ensure a fair and consistent application of HR policies and procedures in Wau office as well as South Sudan Labour Law.
- Request and follow-up the staff contracts for the field office and update thereof (renewal, terminations etc.) to ensure consistency in application of Johanniter's policies and the labour laws of South Sudan
- Track and monitor the volunteers' contracts, prepare and make a follow up of the volunteers' contract on the start and end date

Objective 2: Support staff Recruitment Process

- Assist in processing the recruitment by receiving the approved recruitment requisition form and register the advert at the state labour's Office for advertisements to draw the potential candidates including sharing electronic copy of the advert, public notice board.
- Assist in coordination of the recruitments process at field Office level by making coordination with other departments during recruitment ensuring transparency in the entire process
- Responsible for long listing of all the applications received and submit it to the HR/Admin





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- manager for further review, and submission to the hiring managers for shortlisting.
- Assist in carrying out the induction and orientation process to all newly recruited staff, providing them with the staff regulations and other necessary HR Policies and procedure.
- Assist in processing the background checks for the final candidates during the interview process, write reports and present it to the interview panel for signing and deliberations on the suitability of the Candidates.

Objective 3: Manage contracts, and Volunteers payroll management

- Prepare the offer letters and send it to the selected candidates once signed by the relevant authorities (Head of Mission or his/her designate)
- Prepare contracts of employments for newly recruited staff in consultation with the HR/Admin Manager and monitor, track all the contracts and ensure timely extensions/none-extensions notice before expiry of the contracts based on the organizational needs.
- Maintain Personnel files and HR documentation ensuring that all personnel information is confidential and on lockable file/cabinet (signed contracts, staff dependent list/medical insurance form, Personal History Form, prevention to corruption policy, code of conduct, prevention of sexual exploitation and abuse (PSEA) policy.
- Ensure that Staff payslips are signed on a monthly basis and filed together with copies of the payrolls in the HR files at the field office level
- Ensure that all staffs' timesheets are collected and filed on a monthly basis from the field office

Objective 4: General HR and Administrative function

- Assist in providing necessary documentations (salary advances, staff monthly overtime sheets and leave data information) for the preparation of monthly Payroll to the HR/Admin Manager and supports the process.
- Maintain Personnel files and HR documentation at field Office Level ensuring that all the personals information are kept on the file (signed contracts, staff dependent list, PHF, annual leave form, and other copies of essential documents etc.) are maintained for future references.
- Ensure that all administrative documents are filed neatly and can easily be accessible at any given time when needed.
- Supervise the cook and cleaner of both office and guest house, making provision of items in both premises on a monthly basis and ensuring that they are fully functional and clean throughout and all essential supplies are available in stock
- Manage and files the Staff payslips and timesheets and ensure that they are all signed on a monthly basis and the signed copies are send to Juba office every month.
- Compile, manage and maintain an annual leave tracker for all national staff at field Office Level and ensure that it is up to date every day
- Responsible for preparation of the volunteers' payrolls every 15th of each month and share it with HR/Admin Manager for review
- Organize and obtain the work permits, visas, ID Cards, business cards, alien registration and other pertinent document for expatriates' staff and all visitors from HQ in the field office and Maintain accurate headcounts across the organization.





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- Make a field visit to the project site when need be for disciplinary proceeding

Essential requirements:

- Bachelor's Degree in Human Resource Management or Business Administration or Diploma in Human Resource Management or other related field.
- Minimum of **Two (2)** years of solid experience in Human Resource Management and administration in an NGO setting or relevant experience with a private sector.
- Professional in Excel, Words and computerised accounting.
- A Republic of **South Sudan national**.
- Fluency in English and Arabic. Knowledge of local languages will be an added advantage as **Local Candidates** will be of first priority.

Skills:

- Knowledge of South Sudan labour and legal systems is essential.
- Honest and high value of integrity
- Ability to Multi-task while maintaining a stringent eye on detail
- Excellent interpersonal, communication, negotiation and representation skills
- Ability to organize, plan ahead and prioritize multiple tasks and meet deadlines
- Flexibility, ability to adapt, good team player, discrete, responsible and innovative
- **Language:** Fluent and good working knowledge of English and Arabic

Preference will be given to qualified candidates from/living in the aforementioned locations.

- **The position is open for: SOUTH SUDAN NATIONALS WITH ALL NATIONAL DOCUMENTS.**
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- Online applicants should submit their applications through email to hr.southsudan@thejohanniter.org not later than **14th April 2021, 5:00 PM SSD Time.**
- Please indicate the title of the position you are applying for in the subject line of your application and only shortlisted candidates will be contacted for the interviews
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- **Qualified female candidates are strongly encouraged to apply**





Approved: *M. J. J. J.*
22/3/2021



JOB VACANCY

Job Title: Office/Guest House Cleaners (2 Positions)
Organisation: Johanniter-Unfall-Hilfe e.V.
Location: Torit, Eastern Equatoria State, South Sudan
Reporting to: HR/Admin Assistant
Supervising: None
Working with: Finance, Logistics, HR and Program Team.
Posting Date: 22nd/March/2021

Organisation Description:

Johanniter-Unfall-Hilfe e.V. (www.thejohanniter.org) is German Christian non-governmental organisation, dedicated to excellence in the field of first aid, ambulance service, social service programmes and other projects in the medical and social field. The Federal Headquarters are based in Berlin, Germany. Johanniter International Assistance is the operational unit for humanitarian aid, development co-operation and emergency relief, implementing and supporting mostly health projects worldwide.

Main duties and responsibilities:

- Clean rooms, restrooms, corridors and other work areas so that health standards are met.
- Empty wastebaskets and transport other trash and waste to disposal areas.
- To keep the kitchen and the dining room clean (table, sink, gas cooker, shelves, refrigerator)
- Sweep, scrub Guest House/Office floors, using brooms, mops,
- Dust and polish all Office/Guest house furniture and equipment.
- Keep storage areas clean and tidy.
- Washing and ironing of the Expatriate staff clothes and arranging them neatly in the Cupboard.
- Sort clothing and other articles and iron and fold dried items.
- Wash windows, walls, ceilings and woodwork.
- To prepare breakfast (10 O'clock tea) in a varied manner and take to the Office for staff
- To wash and tidy the refrigerator.
- To wash and tidy the kitchen shelves.
- To clean the windows of the kitchen.
- To check the state of the gas canister.
- To perform an inspection of the non-perishable goods (rice, milk, sugar, etc.).
- To make an inventory of the stocks in the house and Ensure all supplies used in the Kitchen for Breakfast are available and ask the Logistics to make requisitions once a month for such items

Profession/Qualification and Experience:

- Primary level of education
- Minimum one (1) year of relevant working experience with an INGO or Private Sector.





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Skills:

- Possess skills as a cleaner
- **Fluency in English** and local language required
- Honest, polite and cooperative
- Communication, respect and good manners;
- Have team spirit
- Time conscious and flexible

Note: Preference will be given to qualified candidates from/living in the aforementioned locations.

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Qualified female candidates are strongly encouraged to apply





JOHANNITER

Approved
Thipike
22/3/2021

JOB VACANCY

Job Title: Drivers (2 Positions)
Organization: Johanniter-Unfall-Hilfe e.V.
Location: Torit, Eastern Equatoria State, South Sudan
Reporting to: Logistics Officer
Supervising: None
Working with: Finance, Logistics, HR, Program Team, and Security Guards.
Posting Date: 22nd/March/2021



Organization Description:

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Main Purpose of Job:

The Driver is responsible for driving Johanniter International Assistance's staff members and transporting supplies to respective locations in a safe and timely manner. The driver is also responsible for proper handling of the vehicle, utilization of related equipment such as tools and completing of vehicle administrative procedures as well as national law and guidelines.

Main Duties:

- To drive any vehicle assigned in a safe and professional manner.
- To keep the assigned vehicles clean both inside and outside. Responsible for regular cleaning of the vehicle. Cleaning of the vehicle is driver's responsibility.
- To ensure that driving licenses, insurance documents and any other required documentation are valid.
- Transport personnel, goods and services when authorized including messages, parcels and other items
- To complete the vehicle log book accurately and to submit the log book for inspection on a regular basis to the Logistics Officer as well as ensure adherence to logistics procedures/ reporting
- Responsible for reasonable fuel consumption. The mileage is to be calculated at the end of each day by the Driver and fuel consumption calculated after each fuelling by the Logistics Officer.
- Responsible for ensuring that the vehicle does not run out of fuel, oil or water and follow fuel issue procedures
- To operate the vehicle in accordance with national driving laws at all times.





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- Speeding is a disciplinary offence. Johanniter maximum speed limit of 80 km/hr on open road is to be observed at all times. When driving in town, the speed limit should be applied accordingly
- To assist the staff assigned to the vehicle, as requested.
- To inform the Logistics Officer of all vehicle movements when leaving the site and ensure that all vehicle movements are recorded on the Vehicle Movements Board.
- To ensure that there is first aid kit and fire extinguisher in the vehicle while on duty.
- To be responsible for all tools, first aid kits and any other equipment supplied with the vehicle. The driver will refund the cost of any such equipment lost or damaged due to misuse or negligence.
- To report any security incidents observed or encountered immediately to the Logistics Officer.
- To inform immediately the Logistics Officer in the event of a breakdown or accident.
- To be responsible for the safe delivery of any consignments assigned to the vehicle.
- To assist the logistics team with loading, unloading, packing and transferring any material as requested.
- To assist in and ensure that loading and unloading of the vehicle is carried out in a safe manner, and that the vehicle is not overloaded. All loads must be properly secured.
- To conduct standard checks of the vehicle every day before operating and be responsible for ensuring any regular maintenance work is carried out. To remind the Logistics Officer at least 10 days in advance of scheduled maintenance work being due.
- To report faults, required maintenance or repairs to the or Logistics Officer immediately upon discovery
- Responsible for the security of passengers in terms of safety procedures including wearing of safety belts.
- Carrying unauthorized passengers in the vehicle is a disciplinary offence.
- Driving while drunk is a disciplinary offence.
- To undertake any other duties as may occasionally be requested by the Logistics Officer

Reporting:

- Maintain up to date records on above functions for provision of reports to supervisor as requested.

Systems Compliance and Improvement:

- The Johanniter-South Sudan specific finance, logistics, IT, security, communications and human resource/administration policies and procedures.
- Any new procedures and guidelines designated in circulars from Project coordinator or country office

Policy compliance – Mandatory Reporting Policy (MRP):

- Ensure any violations of the Johanniter Anti-corruption, Sexual Abuse and Exploitation Code of Conduct are reported to the Project coordinator. The reporting of violations is an obligation on the part of all staff members.





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- Assist where necessary in undertaking activities that aim to prevent the occurrence of corruption, sexual abuse and exploitation of beneficiaries by The Johanniter and other humanitarian workers

Confidentiality:

- Ensuring the non-disclosure of any information whatsoever relating to the practices and business of The Johanniter International Assistance acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.

Note: The role of the driver cannot be limited to the specific duties and tasks detailed herein. The success of the Johanniter humanitarian mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, the driver will be required to manage all unforeseen issues and circumstances and remain flexible to perform other duties, as and when required.

Qualifications, Skills and Experience:

Education:

- Minimum Secondary school level certificate
- Valid South Sudanese Driving License
- At least three years of prior professional experience in a similar post.
- Very good in spoken Arabic, local languages and basic communication skill in English.
- Working experience with NGOs is highly recommended.
- Skill and experience as mechanic is added advantage
- Excellent interpersonal, organizational, and time management skills.
- Reliable and punctual.
- Knowledge of field site environs.
- Working Experience of two years
- Must be South Sudanese

Functional skills and knowledge:

- Remains productive when under pressure.
- Demonstrates a systematic and efficient approach to work.
- Works collaboratively with team members to achieve results.
- Relates and works well with people of different cultures, gender and backgrounds.
- Good communication skills.
- Should be a Team player.
- Ability to work with minimal supervision

Other skills (e.g. I.T.): Basic preventive maintenance and radio operation skill

Note: Priority will be given for qualified local candidates in the area

Languages: Fluency in local language and good working knowledge of English and Arabic.





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Qualified female candidates are strongly encouraged to apply





JOHANNITER

Approved. Hjilhic
22/3/2021

JOB VACANCY

Job Title: WASH Assistants (2 Positions)
Organisation: Johanniter-Unfall-Hilfe e.V.
Location: Torit, Eastern Equatoria State, South Sudan
Reporting to: WASH Officer
Supervising: None
Working with: Finance, Logistics, HR and Program Team
Posting Date: 22nd/March/2021



Organisation Description:

Johanniter-Unfall-Hilfe e.V. (www.thejohanniter.org) is a German Christian non-governmental organisation, dedicated to excellence in the field of first aid, ambulance service, social service programmes and other projects in the medical and social field. The Federal Headquarters are based in Berlin, Germany. Johanniter International Assistance is the operational unit for humanitarian aid, development co-operation and emergency relief, implementing and supporting health, WASH and Nutrition projects worldwide.

Job description:

The **WASH Assistant** position is central to the implementation of the sanitation and hygiene activities at the grassroots. He will be required to participate in the daily implementation of the components of WASH, providing an insight into cultural sensitivity and thoroughness of communication to the target communities, as well as assisting to see that the activities are implemented in an all-inclusive, timely and participatory manner.

Main Duties:

- Support the WASH Manager in the implementation and integration of WASH activities at the community level
- Work with the Water Management Committees at community levels in identifying, mobilizing and sensitizing target communities for water, sanitation and hygiene promotion
- Create linkages between the communities and the project, the local government extension staff and the target communities in Water, Sanitation and Hygiene, promotion.
- Mobilization of beneficiary communities to maintain the established/rehabilitated/protected water sources.
- Formation/training of Water supply and sanitation committees for the established/rehabilitated/protected water sources.
- Participate in collection of useful data, success stories and beneficiary lists as required
- Participate in preparing monthly/quarterly/annual highlights/ reports.
- Assist the WASH Manager in inspection of boreholes, shallow wells and water pumps and other water supply systems to ensure they are operational.





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- Together with the WASH Manager, perform compliance inspection of new construction to determine that all fittings are installed and in accordance with prescribed standards, plans and specifications.
- Assist in major repairs and installation of new materials, supplies, machinery and/or equipment
- Conduct water testing and advise accordingly and come up with solutions where need be to improve on quality.

Personnel Specifications

- Minimum of Certificate or Diploma in Environmental Health Science, Water Engineering or WASH related course from recognized institution.
- Experience in implementing WASH project especially CLTS, PHAST and CHAST an added advantage
- Knowledge of WASH national and international standards is an added advantage
- Basic IT Skills
- Strong interpersonal and communication skills

Preferable:

- ❖ **Languages:** Good Working Knowledge of English and Arabic.
- ❖ Fluency in local language(s) is an added advantage.
- ❖ This is a **Field Based Position**. Preference will be given to qualified candidates from/ living in the aforementioned locations or willing to live in the location(s)
- ❖ Please submit a cover letter outlining your interest, qualifications and CV if you would like to be considered for this position.

The position is open for: SOUTH SUDAN NATIONALS WITH ALL NATIONAL DOCUMENTS.

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Qualified female candidates are strongly encouraged to apply





JOB VACANCY

Job Title: Community- Based GBV Assistant (2 Positions)
Organisation: Johanniter-Unfall-Hilfe e.V.
Location: Torit, Eastern Equatoria State, South Sudan
Reporting to: Clinical Officer
Technically Reports to: GBV Prevention & Response Officer
Supervising: None.
Working with: Finance, Logistics, HR and Program Team
Posting Date: 22nd/March/2021

Approved:
Hygiene
22/3/2021



Organisation Description:

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SPECIFIC RESPONSIBILITIES:

- Provide case management services, including interviews with clients, assessments, and care plans
Provide referrals for survivors according to their wishes
Provide ongoing, one-on-one emotional support to clients
- Accompany survivors to support services, police or family as requested
- Coordination with outreach volunteers for identification and support of cases
- Establish and organize daily activities for women and girls at the women centers
- Welcome and orient women and girls at the women centers and ensure daily activities are well coordinated.
- Train outreach volunteers to provide basic emotional support and referrals
- Maintain case records according to ethical and safety standards
- Contribute to a positive JUH team environment
- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within JUH and amongst beneficiaries served by JUH

Staff development and management

- Responsible to manage GBV cases. Provide technical and programmatic leadership in this thematic area for Johanniter outreach workers and community based mechanisms in operational area
- Develop staff performance measurements and targets and appraise them based on the set targets
- Conduct daily field visits to support field staff through technical back stopping and to train duty bearers
- Uphold Johanniter's code of conduct and principles of accountability





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Communication/Reporting

- Proactively contribute to quality and timely drafting of weekly, monthly reports
- Support and guide case workers in providing flash reports on major protection risks and incidents identified.

Logistics / finance

- Plan and coordinate proactively logistics and movement of staff from and to different clusters
- Support the community services officer to monitor financial commitments and expenditures against budgets and provide timely feedback on budget follow ups.
- Follow-up all Johanniter procedures for security, Finance, Logistics, HR and Administration
- Responsible for comply with donors and internal Johanniter reporting and accountability policy and procedures

Monitoring and Evaluation

- Contribute to the daily quality implementation, monitoring and evaluation of projects and interventions in Torit.
- Identify, document and disseminate relevant project success, challenges and follow up on implementation of project's action points
- Assist in participatory needs/vulnerability and capacity assessments of affected communities
- Participate in project evaluations and assist in the analysis of results.

Additional tasks

- On request perform any other additional duties assigned by the supervisors in order to allow the organization to function optimally.
- Adhere to Johanniter's code of conduct

IV/ Personal Specifications

Essential:

- A Diploma in social work or higher level certificate in GBV, guidance and counselling or relevant fields.
- Minimum of two (2) years' experience working in GBV Program with vulnerable communities, basic needs and protection programming experience, and/or advocacy programs.
- Professional training in Gender based violence.
- Experience of working with Non-Governmental organizations or relevant experience with a private sector.
- Proficiency in English (written and spoken) is essential.
- Good communication skills and ability to conduct training and awareness
- Computer skills.
- Good self-organization and basic management skills.





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- Refer all individuals who report an incident of GBV to the Johanniter's Psycho Social Worker
- Support adherence to GBV referral protocols
- Represent the Johanniter at GBV-related meetings as required
- Maintain positive coordination and relationships with partners and other Johanniter sector staff.
- Computer Skills is must

Preferable:

- ❖ **Languages:** Good Working Knowledge of English and Arabic.
- ❖ Fluency in local language (s) is an added advantage.
- ❖ This is a **LOCAL Community-Based Position**. Preference will be given to qualified candidates from/living in the aforementioned locations.

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