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Approved
12/12/2022
12 DEC 2022
MINISTRY OF LABOUR
REPUBLIC OF SOUTH SUDAN



VACANCY ANNOUNCEMENT FOR PROJECT OFFICER-HEALTH AND NUTRITION (INTERNAL/EXTERNAL)

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health & Nutrition, Shelter, WASH and Livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for a suitable internal candidate to fill the position of Project Officer-Health and Nutrition to be based in our Kajo-Keji field office.

Job Purpose

The Project Officer oversees both the current Health, Nutrition and WASH components and the envisaged Ebola Response Project and will be responsible for the implementation of EVD Response project. The officer will supervise a team of clinical and non-clinical staff to ensure efficient and effective implementation of a mobile health and nutrition clinic, in line with national guidelines, programme plans, budget, and timelines. The role involves strengthening the capacity of staff through on-the-job training ranging from training on EVD prevention, referral and linkages, support in the monitoring of the project and ensuring that programs are implemented to a high degree of quality and Build strategic linkages, collaborations and networks with partners at the County level. The post holder will also be responsible for representing Concern and coordinating with key stakeholders in health, Nutrition and EVD response programs at a local, county, and state level.

Supervision of Health, Nutrition WASH Activities

- Manage the clinical and non-clinical staff under their supervision and ensure standard protocols and procedures in the implementation of health, nutrition, and community activities across different sites.
- Ensure all health and nutrition activities are implemented in accordance with South Sudan CMAM guidelines, MoH guidelines, and cluster guidelines.
- Support procurement team to ensure all nutritional supplies, medical supplies, office supplies, etc. are requested and supplied in a timely manner, to meet the needs of beneficiaries.
- Promote sensitization of health and nutrition programming among the local leadership, including county health departments, boma health committees, women's and youth groups, etc. in areas of operation.
- Promote integration of programme activities at a community-level, placing programme beneficiaries at the heart of Concern programmes.
- Represent Concern in relevant meetings at the local or state level, such as cluster or community meetings
- Participate in developing programme activity plans that correspond to the approved donor proposals and budgets and update these in a timely manner.
- Collect, compile, and collate regular reports on programme activities for donors and in line with internal reporting requirements through the oversight of timely collection of reports on a weekly basis.

Approved
by Solomon Giet
on 12/12/2022

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WORLDWIDE

- Ensures that the WASH component is integrated into the H&N
- Works closely with the Hygiene officer to ensure high levels of IPC at the facilities and community.
- Takes a pivotal role to support in borehole repairs, Constructions of WASH amenities etc.

EVD Preparedness and Response/Other Emergencies

- Help to develop EVD Preparedness plan in coordination with the Program team guided by a comprehensive gap analysis including a detailed implementation plan, procurement plan and distribution plans.
- Attend and provide technical inputs in the periodic EVD TWG and Coordination meetings.
- Independently lead on the implementation of the EVD preparedness plan.
- Coordinate with partners, ensuring preparedness activities do not overlap.
- Ensure prepositioning of response supplies such as IPC and PPE materials, IEC materials, forms etc.
- Regularly monitor, evaluate and report on the progress of implementation plans to the CHD , PM and H&N Co.
- Take lead on the disease surveillance ensure active surveillance at the community level
- Ensure SC staff remain alert and vigilant at all time.
- Take a pivotal role in Risk communication and community mobilization and engagements in EVD prevention messaging.
- Coordinate IPC supplies donation and distribution with Concern program team, Logistics supply and EVD RRT team.
- Provide daily response updates and sitrep inputs to the PM and H&N Co.
- Support the M &E team to update the M &E Plan and any other M&E tools
- Ensure proper budget monitoring for the project with specific Budgets, SR tracking and financial forecasting



Staff Management:

- Active engagement and supervision at outreach sites (minimum of thrice weekly) to provide supervision, technical oversight, and mentoring.
- Contribute to staff capacity building and career development by actively seeking out, and recommending, training and learning opportunities for staff.
- Conduct timely Performance Development Reviews (PDRs) for all team members and set relevant objectives for each, providing ongoing feedback outside of scheduled review periods.
- Monitor and review performance of staff and hold them accountable for meeting their objectives, providing corrective feedback where required and taking decisive action in the case of poor performance.
- Ensure that staff are aware of, and comply with, all Concern policies and procedures.
- Keep an updated register of staff leave, absentees, and overtime
- Ensure a yearly leave plan tracker is up to date for all team members under supervision.
- If staff have line management responsibilities, ensure that they meet the requirements above for each of their team members.
- Participate in the recruitment of staff, as required.



Capacity Building

- Provide needs-based training for Concern staff and partners on health and nutrition tools that will enable the teams to work effectively.
- Ensure that a sound understanding of health and nutrition interventions is cascaded to front line staff and partners.
- In collaboration with the Programme Manager, MCH specialist, Hygiene officer and clinical staff, provide health, nutrition, and WASH trainings for staff, community volunteers/mobilizers, lead mothers, etc.

Others

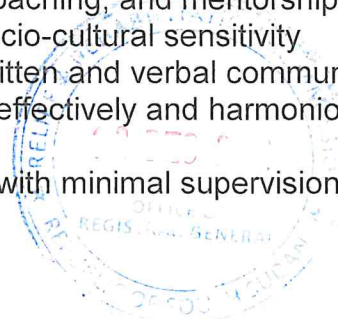
- Deputize the Programme Manager whenever called upon.
- Participate in Complaint Response Mechanism at Mobile Sites and in office and streamline gender related issues at all mobile sites
- Perform any other tasks within the scope of this role, as directed by line managers and according to the needs of the mobile health team.
- Ensure the highest stands of accountability through ensuring good communication and information sharing within and outside the organisation.
- Be aware of, understand and comply with all of Concern's policies and procedures (P4, finance, logistics, HR, security management, etc).
- Contribute to ongoing security management and planning as necessary.
- Actively participate in any emergency response if called upon to do so (within the existing programme area or in a new one).
- Undertake other related duties as may reasonably be assigned by the Country Director or the line manager.

Person's Specifications

- BSc. Degree in Medicine/Nursing/Public Health or other relevant qualification
- 5 years progressive experience in health programming
- A Diploma plus 5 extensive years of specific experience in emergency Health and dealing with outbreaks maybe considered.
- Experience in managing outbreaks including extensive IPC knowledge
- Minimum of 2 years of experience with NGOs
- At least 1 year of experience at a supervisory level
- Experience in organizing staff trainings and building staff capacity*
- Experience in working with MoH staff to build capacity

Skills

- Computer literacy (knowledge of MS Office)
- Strong understanding and implementation of medical ethics
- Ability to problem solve and make decisions under pressure
- Coordination with partners and government ministries
- Adaptable, flexible, and mature in judgment
- Counselling, coaching, and mentorship skills
- Gender and socio-cultural sensitivity
- High quality written and verbal communication skills
- Ability to work effectively and harmoniously in a team with colleagues from diverse backgrounds
- Ability to work with minimal supervision, under pressure, and for long hours



- Willingness to travel, work in difficult settings, and remain in the field for extended periods of time
- Good attention to detail and demonstrated ability to deliver on work objectives to a high quality
- Excellent spoken and written English required for this role
- Spoken Arabic and Bari language required for this role

Desirable

- Relevant short courses in primary healthcare or nutrition
- Experience working in mobile clinic setting
- Previous working experience in Community Based Management of Acute Malnutrition (CMAM)
- Experience in integrated health and nutrition programming
- Knowledge and understanding of the local context and challenges

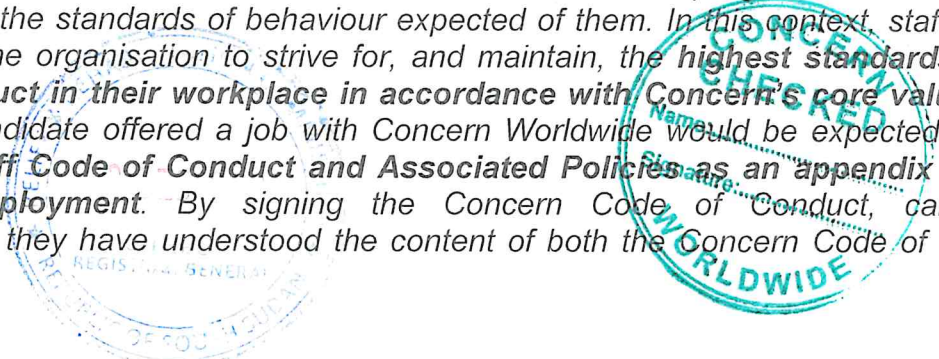
Competencies Required

- **Managing oneself:** Holds an awareness of own abilities and areas for development; can adapt and use abilities to work well with others and to help achieve Concern's objectives;
- **Leadership:** Can act to inspire others by clearly demonstrating the values and principles that underpin Concern's work. Can hold a sense of pride in Concern and loyalty to the organisation. Can support others to achieve excellent results;
- **Communicating and working with others:** Has used the most appropriate channel to share information with others both inside and outside the organisation; adapts the message to meet the communication needs of the audience;
- **Delivering results:** Can systematically develop plans towards achieving Concern's objectives and deliver on commitments; can use appropriate techniques to help achieve objectives;
- **Planning and decision making:** Can systematically develop plans towards achieving objectives and deliver on commitments; can make clear, informed and timely decisions appropriate to role, in the interests of Concern and those Concern works with;
- **Influence, advocacy and networking:** Can engage with others inside and outside the organisation to promote the interests of Concern and those we work with; can gather and shares a wider knowledge of issues relevant to Concern's work;
- **Change:** Responds positively and constructively to change; manages or takes part in change processes in a way that is appropriate to their role in the organisation.



Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational **Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy.** These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the **highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission.** Any candidate offered a job with Concern Worldwide would be expected to **sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment.** By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct



and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the **safeguarding** and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including **criminal background checking**.

How to apply:

1. Interested South Sudanese applicants who meet the above requirements should submit their applications, updated CVs of not more than 3 pages, a copy of their nationality ID, and copies of educational certificates in a sealed envelope addressed to: Human Resources department Juba office located along the airport road, opposite ebony bank or Kajo-Keji field office located in Leikor, or email to vacancies.juba@concern.net not later than 29th December 2022. **(The vacancy is open from 12th December 2022 to 29th December 2022)**
2. Do complete the summary profile and criminal background check forms when submitting your application

