

**EXTERNAL JOB VACANCY**

**Vacancy NO.** MELUT-2023-03- 02\_5 – N (Re-advertisement)

**Job Title:** Project Manager (1 Post)  
**Location:** Melut  
**Duration:** 09 Months with possible extension, depending on availability of funding  
**Reports to:** Technical Health Manager ( Lot -2 & 4 )  
**Start Date:** ASAP  
**Eligibility:** South Sudanese National only (with ability to travel to all RI locations in country)

**About RI:** Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty. Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

RI believes that gender equality is a basic right for all people, and it is critical to directly address gender-based discrimination and promote gender equality in order to ensure sustainable development.

**Position summary:**

The project manager will oversee the implementation of project activities across the Counties of Lot 2, ensuring timely implementation of project activities, last mile distribution to the facilities, capacity building of health facility staff, monthly supervision of health facilities, and timely reporting through DHIS2. The project manager will be based in Melut County

**SPECIFIC JOB DUTIES AND RESPONSIBILITIES:**

**a) Programs**

- Provide the oversight in the implementation of project activities in the whole lot.
- Equipped the supported health facilities and BHI team with medical equipment, medical supplies, essential drugs, HMIS tools, IEC materials and treatment guidelines.
- Provided technical supported in the implementation of project activities in Lot.
- Ensured timely implementation of project activities as per the approved work plan.
- Responsible for raising all activity TORs and PRs as per the approved budget



- Ensure all health facilities have EPI micro-plan and outreach immunization schedule and practically put on use.
- Ensure health facilities staff have capacity to manage and report drugs consumptions correctly in a timely manner.
- Conducted regular monthly supportive supervision using QSC to all supported health facilities and BHI team, and identifying gaps, and addressing the gaps to improve quality of health services provision.
- Demonstrate good practices which encourage performance through communicating feedback to respective facilities on monthly bases on the performance
- Ensure integration of health and nutrition services in the facilities.
- Track the performance of projects indicators using indicators performance tracking template (IPTT), to improve on the unperformed indicator.
- Compile and supervise timely submission of weekly and monthly reports to DHIS 2 and EWARs by M&E Assistants
- Compile AAP and drug consumption reports and sent to line manager.
- Liaise with the consortium partners to compile progress reports in a timely manner.
- Participate in the development of project proposals.
- Deputize Technical Health Manager in his Absent

#### b) Staff Management

- Conduct capacity need assessment to all facility and develop training plan.
- Ensure facility have functional duty rosters in place and practically followed
- Ensure updated staff biometric report submitted to line manager on quarterly bases
- Ensure staff have JDs and they understand their roles.
- Develop leave plan for all key project staff and share with line manager.
- Lead the recruitment of new staff in the field.

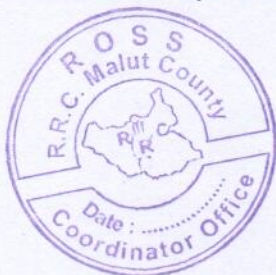
#### c) Representation

- Build the relationship of RI with the local stakeholders to ensure smooth implementation of project activities
- Liaise with County Health Director and Health Coordinator to lead the County Level Coordination meeting.
- Represent RI at the Counties and state forum

#### Note:

- The role of the **Program Manager** cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues, which arise, must be addressed accordingly. Therefore, the **Program Manager** will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.

#### Qualification and Minimum Requirements:



This position demands an individual with a demonstrated ability to achieve results in a demanding and fast paced environment. The incumbent should have,

- Degree in Medicine, Nursing, Clinical Medicine with Master of Public health
- At least 5 years' experience in managing health projects
- Strong background of project management
- Knowledge of working with UN, INGO and MOH
- Knowledge on DHIS2 and EWARS

**Languages:** Fluency in English and Arabic. Local language is an asset

**Applicant must not be person who has bad record or has been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child abuse cases.**

**We would like to share Relief International's values with you:**

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

#### **APPLICATION SUBMISSION CRITERIA**

##### **HOW TO APPLY:**

Aspiring potential interested applicants should submit motivational letter, CV and copies of academic documents in a sealed envelope clearly marked MELUT-2023-03-02\_05 N to CHD office in Melut Or by Email to; [recruitments@ri.org](mailto:recruitments@ri.org)

**Because this position is urgently needed to be fill, short listing shall be conducted before the deadline/as applications are being received**

**Deadline: March 15, 2023, 4:30 pm SSD local time**

- Only shortlisted applicants will be contacted
- Document once submitted will remain the property of Relief International, so do not enclose Original document while submitting your application.

**NB. THOSE WHO APPLIED FOR THIS POSITION BEFORE ARE NOT LEGIBLE TO APPLY!**

