IMA WORLD HEALTH

VACANCY ADVERTISEMENT

POSITION DESCRIPTION

POSITION TITLE:	Health officer – (Non relocatable) 1
PROJECT:	South Sudan Humanitarian Fund (SSHF) Health Project
LOCATION:	Supporting Kapoeta South and North Counties
DEPARTMENT:	Program
REPORTS TO:	**Health Project Manager**

Organizational background

Interchurch Medical Assistance, Inc. (d/b/a IMA World Health) is a nonprofit organization dedicated to implementing health care programs in developing countries. Highly motivated and dedicated employees, committed to the mission, vision, goals and objectives of IMA World Health (IMA), make the accomplishment of its mission possible. Accordingly, IMA recognizes that its employees are responsible for its accomplishments and provide the foundation for continued future service to those in need. IMA is a donor-funded organization; therefore, terms and conditions of employment are subject to available project/program funding. An awareness of IMA's purpose and goals will enable employees to benefit from their employment, share a common purpose, and more effectively meet their work responsibilities.

Position Description

The Health Officer will provide technical and operational support for the implementation of primary health care and integrated nutrition services under the SSHF Health Project in Kapoeta North and Kapoeta South Counties. The position will support mobile tented outreach clinics and community-based health services targeting drought-affected and hard-to-reach populations.

The Health Officer will ensure quality delivery of primary health care services, maternal and child health interventions, immunization services, disease surveillance, health promotion, referrals, and integrated nutrition screening. The post holder will conduct regular supportive supervision of health facilities and outreach teams, strengthen coordination with County Health Departments (CHDs) and local authorities, support reporting and monitoring activities, and contribute to capacity building of health workers and community-based volunteers.

The position requires frequent travel between supported facilities and outreach sites to ensure continuity and quality of healthcare service delivery.

Responsibilities

Coordination and Representation

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- Coordinate health and nutrition activities with County Health Departments, local authorities, UN agencies, NGOs, and community structures.
- Participate in county-level health coordination meetings, health cluster engagements, and technical working groups as assigned.
- Maintain strong working relationships with local government authorities and community leaders.
- Coordinate closely with Nutrition, WASH, Protection, and other sectors to ensure integrated service delivery and referrals.
- Support joint planning, supervision, and review meetings with CHD and other stakeholders.

Program Implementation

- Support implementation of primary health care and integrated nutrition activities in line with approved work plans and project objectives.
- Ensure quality delivery of outpatient consultations and treatment of common illnesses.
- Support the provision of maternal, newborn, and child health services.
- Strengthen routine immunization and ensure regular EPI outreach activities in targeted communities.
- Support integrated nutrition screening and referral of malnourished children and pregnant and lactating women to appropriate nutrition services.
- Monitor availability and utilization of essential medicines and medical supplies.
- Support ordering, distribution, tracking, and accountability of health commodities and supplies from WHO, UNFPA, and other partners.
- Ensure adherence to Ministry of Health protocols, national treatment guidelines, and humanitarian standards.
- Respond to ad hoc requests from project management, donors, and health authorities.

Technical Supervision and Capacity Building

- Conduct weekly, monthly, and quarterly supportive supervision visits to mobile outreach sites and health facilities.
- Provide on-the-job coaching, mentorship, and technical support to health facility staff and community health workers.
- Support implementation of quality improvement initiatives across health service delivery points.
- Identify staff capacity gaps and support development and implementation of training plans.
- Facilitate technical trainings and refreshers on primary health care, disease surveillance, infection prevention and control, immunization, nutrition, and health information management.

Monitoring, Evaluation, Accountability and Learning (MEAL)

- Ensure use of approved SMOH/MOH data collection tools and registers across supported facilities.
- Monitor project indicators and ensure accurate collection, verification, and reporting of health data.
- Conduct routine data quality assessments and provide feedback to facility staff.
- Support health facility trend analysis to inform program decision-making.
- Participate in routine assessments, surveys, supervision visits, and evaluations.
- Support quarterly Quality of Care (QOC) assessments and implementation of improvement plans.
- Ensure accountability mechanisms are functional, and community feedback is documented and addressed.

Reporting and Documentation

- Prepare weekly activity updates and submit reports to the Health Project Manager.
- Ensure timely reporting of disease outbreaks, medical emergencies, and incidents affecting service delivery within 24 hours.
- Compile and submit monthly activity reports, indicator tracking tables, stock reports, and success stories.
- Maintain accurate records of supervision visits, outreach activities, trainings, and project achievements.
- Support preparation of donor reports and project documentation.

Health Commodity and Supply Chain Management

- Monitor health facility stock levels and consumption trends.
- Conduct routine inventory management and stock verification exercises.
- Support forecasting and quantification of medical supplies and pharmaceuticals.
- Ensure accountability and proper storage of medicines and medical commodities.
- Report stock shortages and coordinate timely replenishment of supplies.

Staff and Administrative Support

- Support performance monitoring of health facility staff and community-based workers.
- Assist in updating staff records, work plans, leave schedules, and performance objectives as required.
- Support payroll verification and attendance monitoring in collaboration with project management and CHD.
- Coordinate activity advance requests and liquidation processes according to organizational procedures.
- Support monthly budget tracking and activity implementation monitoring.

Safeguarding, Compliance and Risk Management

- Ensure compliance with organizational policies, donor requirements, and national regulations.

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- Promote safeguarding, protection, accountability, and Prevention of Sexual Exploitation and Abuse (PSEA) principles.
- Monitor implementation risks and communicate concerns to the Health Project Manager.
- Adhere to security protocols and support safe delivery of project activities.

Supervisory:
- This position reports to health manager

Education & Experience:
- Bachelor's degree in public health, Clinical Medicine, Nursing, Nutrition, Community Health, or a related health field.
- Minimum of three (3) years of progressively responsible experience implementing humanitarian health and nutrition programs.
- Experience supporting primary health care, MNCH, EPI, disease surveillance, and community health interventions.
- Demonstrated experience conducting supportive supervision and mentoring health workers.
- Experience working with County Health Departments and Ministry of Health systems.
- Basic knowledge of pharmaceutical and medical supply management.
- Experience working in emergencies, humanitarian, or fragile contexts.
- Competence in data collection, analysis, and reporting using Ministry of Health tools.
- Proficiency in Microsoft Office applications, particularly Word and Excel.
- Fluency in written and spoken English. Knowledge of local languages and Arabic is an added advantage.
- Motorcycle riding skills and a valid riding license are desirable).

Knowledge, Skills and Abilities:
- Knowledge of international development, including humanitarian standards and best practices, economic development/livelihoods, and health.
- Ability to communicate effectively and credibly, both verbally and in writing.
- Proficiency in Office 365 applications including Word, Excel, SharePoint, and PowerPoint.
- Ability to work effectively both independently and as part of a team.
- Ability to implement and manage project and collaborate across multiple teams.

Physical and Mental Requirements:
- The physical requirements that may be needed to execute responsibilities may include bending, standing, and walking, etc.
- The mental requirements that are essential to satisfactorily executing the responsibilities outlined in this job description include, but are not limited to: learning new tasks, comprehending, and retaining information, completing tasks independently, effectively communicating verbally and in writing, demonstrating proficiency in using computer software to perform assigned tasks.

Other Duties:
Perform any other duties assigned by the Health Manager or senior management that are consistent with the nature of the position and contribute to the achievement of project objectives.

Working Conditions, Travel and Environment:
- IMA, has a in-person work policy, "with all employees reporting to the office Monday through Friday"; 5 days/ 40 hours a week minimum in the office is required. The employee must be available to work outside normal office hours or on the weekends as required.
- This position must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in different locations, the employee may be exposed to precarious settings under high-security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.
- If applicable, must have authorization to work in the country of assignment.

As a member of the Corus Family, each employee is expected to:
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.





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- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values.

APPLICATION INSTRUCTIONS:

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least three professional references from previous employers to the Human Resource Office IMA World Health through e-mail jubahr@imaworldhealth.org, or applicants may submit their applications by hand to the CHD Office in either Kapoeta North County or Kapoeta South County.

Deadline for submission is **Thursday November 19, 2026, by 5 pm South Sudan Local time.**

Application documents once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. IMA World Health will not be held responsible for the loss of such documents.

IMA World Health prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by US or International law.

Open to South Sudanese nationals only

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