




SO-H-3
Approved by Secretary of Labor
MOH/RS/151
12/04/2024



SOUTH SUDAN NURSES AND MIDWIVES ASSOCIATION (SSNAMA)

Vacancy Announcement

DATE: 12th April. 2024

Position	Program Assistant
Report To	Program Coordinator
Work Place	Juba, with occasional travels within South Sudan to SSNAMA Chapters
Starting date	Asap
Duration	3 months renewable contract based on satisfactory performance and availability of funding.
Organization and Program Information	<p>The South Sudan Nurses and Midwives Association is a Professional body for Nurses and Midwives in South Sudan. This Association was established in 2011. One of the main objectives of the Association is to strengthen the provision of quality health care services for increased access of individuals, families, and communities in South Sudan.</p> <p>The Association attracts members from any Registered Nurse and/or Midwife working in the Republic of Southern Sudan.</p> <p>In keeping with its career development program an opportunity has risen for a Program Assistant to Support SSNAMA in delivering a safe and high-quality Nursing and Midwifery Services to the people of South Sudan.</p>
Key Tasks & responsibilities	<p>The Program Assistant will work together with the Program Coordinator in implementing various Activities of SSNAMA.</p> <p>With the expansion of SSNAMA and the need for effective coordination the Association requires a program assistant who will work hand in hand with the Program coordinator. Perform basic administrative duties such as managing schedules, assist in activity budget and event planning including the following;</p> <ul style="list-style-type: none">• Foresee activities at Both National and SSNAMA chapters• Coordinate Nursing and Midwifery Advocacy campaigns• Assist in planning and overseeing special events such as outreaches, (Medical camps) and coordinating SSNAMA chapter events.



	<ul style="list-style-type: none"> • Support program Coordinator who manages ongoing projects by developing and maintaining updated costed work plans. • Support the effective implementation of planned project activities including media and outreach activities to the highest results and in a timely manner, liaising with key focal persons /stakeholders and others. • Ensure strong linkages between media and outreach activities that promote the objectives of SSNAMA. • Directly facilitate key project activities as needed, including trainings. • Strengthen effective planning, coordination and integration of efforts and reporting. • Support program coordinator and other program staff in monitoring project budgets to ensure appropriate project budgeting and efficient utilization of project funds. • Prepare activity and quarterly narrative reports for donors in English, in collaboration with Program Coordinator. • Prepare budget requests for activities, in compliance with SSNAMA’s administrative and financial policies and procedures. • Keep Program coordinator informed of progress achieved and challenges faced (through regular reports) • Ensure that youth, disability, and gender inclusion are consistently and intentionally streamlined into all program activities. • Perform any other duty as per the Organization need.
<p>Skills and experience</p>	<ul style="list-style-type: none"> • Degree/Diploma in Nursing and/or Midwifery • At least 2 years’ experience working in the field of programs and safe motherhood initiative. • Certificate in project management and/ or related course is of added advantage. • Excellent English writing/Speaking skills with demonstrated experience usage of polite words.



	<ul style="list-style-type: none"> • Fluency in Juba Arabic. • Proven capacity to plan, organize and prioritize tasks to meet objectives and deadlines. • Excellent interpersonal and communication skills. • Demonstrated experience engaging partners and strengthening partnerships. • Ability to facilitate trainings with audio visual aids. • Experience using MS Office packages (Excel, Word, PowerPoint), • Ability to maintain professionalism, creativity and enthusiasm while working in a multi-cultural environment. • Ability to work under pressure and in challenging environments • Flexible and adaptable to changing circumstances. • Demonstrated interpersonal and cross-cultural skills including the ability to build team. • Has emotional intelligence which is demonstrated in day to day living. • Ability to work with minimal supervision
<p>How to apply</p>	<p>Interested candidates who meet the requirements are encouraged to send their application letter and updated CV with copies of certificates and contact details of work related referees. Please quote the position.</p> <p>Applications should be addressed to the Human Resources, South Sudan Nurses and Midwives Association (SSNAMA). Hard copies will be dropped at South Sudan Nurses and Midwives Association (SSNAMA) Office at Juba Teaching Hospital/JCONAM Compound.</p> <p>NOTE: Due to the urgency of the position, applications will be reviewed on rolling bases.</p> <p>The closing date for submitting applications is 3rd May <u>2024</u>. Only short-listed candidates will be contacted.</p>

