

19 March 2024



**Save the Children**

**HEALTH PROJECT OFFICER NEEDED URGENTLY (RECRUITMENT ON ROLLING BASES)**

**Job Advertisement**

Save the Children is an international non-governmental organization that works for the future of children, their families, and communities to realize social equity and dignity, have access to their basic physical, emotional, and development needs.

SCI is seeking to recruit: -

**Job Title: Health Project Officer (1 Post)**

**Location: ABYEI**

**Contract Period: 6 Months**

**ROLE PURPOSE:**

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The **Clinical Coordinator** will be responsible for ensuring the implementation of quality lifesaving primary health care interventions both preventive and curative service activities in **Abyei administrative Area**. Under the guidance and supervision of the ECHO Health and Nutrition Project Manager, and working with the local health authority staff, health facility staff and SCI colleagues, he or she will ensure that health promotion activities are implemented in the county.

**SCOPE OF ROLE:** Health Project Officer

**RESPONSIBLE TO:** Clinical Coordinator

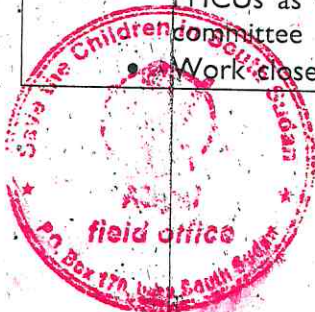
**Staff directly supervises:** Health facility staff in Abyei administrative area.

**Allocated time to the Project: 100% (95% field & 5% office)**

**KEY AREAS OF ACCOUNTABILITY:**

**a) Planning and Management:**

- Assist the Project Manager to lead the planning, budgeting, forecasting, over, all coordination and implementation of PHCCs and PHCUs activities
- Provide technical and Managerial support in developing strategies in ensuring efficiency and quality of service delivery at the PHCCs and PHCUs,
- Directly supervise and support staff of the PHCCs and PHCUs,
- Identify training needs and participate in capacity building of all staff of the PHCCs and PHCUs as well as other community structures like the CHC, HHPS, Payam Health committee
- Work closely with other senior colleagues in designing appropriate interventions for



Approved by RRC  
Abyei Area  
RRC office  
Date: 19/3/2024

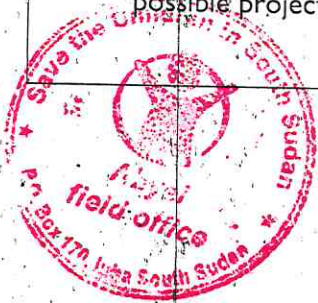


quality service delivery at the Units

- Undertake management responsibilities assigned to him/her from time to time by his/her Supervisor
- Exclusively accountable for the preparation of all reports emanating from the Units as required on a weekly, monthly, quarterly and annual basis
- In collaboration with the clinical officers and/or other clinical lead in facilities, participate in and facilitate Continuous Medical Education (CME) sessions at the PHCCs and PHCUs, as required. Participates in the training of medical staff to ensure the maximum use of their skills and their full and effective participation in curative, prevention and control activities.
- Together with other project personnel responsible for encouraging community participation in health activities to ensure the long term ownership and effectiveness of the programme.
- Establish and train HHPs and other community volunteers in collaboration with appropriate community leaders, and health facility heads, as well as ensure continuous capacity building and follow up support is provided to them.

#### **b. Service delivery**

- Ensure that PHCCs and PHCUs are regularly provide with the essential PHC services including OPD consultations, Reproductive Health, EPI, malaria control, health promotion, collection of appropriate data and information within the community.
- Provide support supervision to all staff at PHCCs and PHCUs
- Ensure that all PHCCs and PHCUs are provided with drugs, vaccines and medical and nutrition supplies necessary for their full functioning,
- Collaborate with the Nutrition Coordinator and officers to ensure continuous supply of nutrition commodities, as well as provision of nutrition services,
- Ensure that HHPs and Community Health Committees are fully engaged to provide support to PHCCs and PHCUs facilities and participate in health services management
- Collaborates with other SCI staff in training (HHP), nutrition workers, village health committee members and the general community in key identified health issues
- Work with communities to ensure that there is appropriate referral of patients in timely manner
- In consultation with health facility heads and community representatives, identify sites for outreach services provision, and ensure communities are well communicated about the days and services provide during outreach visits.
- Work with health facility heads and health authority to ensure availability of referral /ambulance services during working for those in critical needs.
- Discuss with community leaders/representatives and health facility heads on the ambulance use criteria, and ensure that those criteria are posted on public places and health facilities.
- Collect and analyse data and write reports in a timely manner as may be required
- Participate in continuous assessment of the health needs of the community and contribute to possible project development based on needs identified
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**c. Monitoring Evaluation, accountability and learning**

- Participate in the development of MEAL frameworks, work plans and program evaluations
- Work closely with the HMIS and MEAL officers to ensure correct record keeping and data management for all activities of the PHCCs and PHCUs facilities are in place,
- Ensure that raw data reports are prepared and submitted on a timely basis to Data Officer for compilation
- Participate in writing timely and accurate monthly and quarterly reports in ensuring the input of all key PHCCs and PHCUs facility staff concerned
- Participate in monitoring and evaluation of the facility activities

**d. Representation**

- Liaise, on behalf of SCI Abyei, with Government structures in County and payams as may be delegated by the Programme Manager/Field Manager
- Coordinate with Payam health authorities and other agencies on issues of Community involvement in health services delivery
- Represent SCI at community related coordination meetings at the Payam, County and State levels whenever called upon

**Other general duties**

- Carry-out any other duties and/or responsibilities assigned by immediate supervisor
- Provide feedback and information of relevance to the program.

**BEHAVIOURS (Values in Practice)**

**Accountability:**

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:**

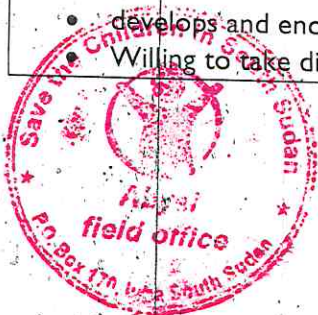
- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others

**Collaboration:**

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

**Creativity:**

- develops and encourages new and innovative solutions
- Willing to take disciplined risks.



**Integrity:**

- honest, encourages openness and transparency; demonstrates highest levels of integrity

**QUALIFICATIONS AND EXPERIENCE**

**Essential**

- MEBS, BSc PH/MPH, Diploma in clinical medicine, BSc/Diploma in Nursing from a recognized training institution. Higher diploma in any health field will be an added advantage.
- Appropriate training in PHC, Nutrition is a plus.
- At least 3 years of experience working with a community based primary health care programme is essential
- Experience working with an International NGO will be an added advantage
- Documented experience in Pharmaceutical stock management

**Skills/abilities**

- Good knowledge of computer systems and applications (Word, Excel,)
- Ability to write and interpret reports and training of other staff.
- Fluent in English (spoken and written), working knowledge of Arabic or local language is a major asset.
- Have the capacity to live and work with people of different backgrounds Enhance team spirit, good communication skills, flexible and is able to live in an isolated area with basic services.
- Knowledgeable of clinical governance tools and their use in public health context

**Application Information:**

Please attach a copy of your CV and cover letter with your application include details of your current remuneration and salary expectations. A copy of the full role profile can be found at (SCI Career Site Careers (oraclecloud.com)

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

**In case you face any difficulty accessing the link, please come to Save the Children International head office in Juba Hai Malakal or SCI Field Offices for HR support**

**Deadline for submitting applications: 1<sup>st</sup> April, 2024.**

**Note: this position is needed urgently hence shortlisting will be done on rolling basis and the position may be filled before the actual date line for the advert**

**Cc: Moljobadvert@gmail.com (National Ministry of labor email Address Juba)**

