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Approved by Senior Inspectors
MOL/RS/J-
Chaito
17/06/2022

JOB OPPORTUNITY

Amref Health Africa is the largest international health development organization based in Africa. With headquarters in Kenya, Amref Health Africa has offices in Ethiopia, Uganda, South Sudan, Kenya, Tanzania, Southern Africa and Western Africa providing services to over 30 countries.

Working with and through African communities, health systems and governments, Amref Health Africa aims to close the gap that prevents people from accessing their basic right to health. Amref Health Africa is committed to improving the health of people in Africa by increasing sustainable health access to communities in Africa through solutions in human resources for health, health service delivery, and investments in health. Our Vision is **Lasting Health Change in Africa**. For more on Amref Health Africa please visit www.amref.org

Amref Health Africa in South Sudan is seeking to hire **Qualified, Competent, and Vibrant South Sudan Nationals** to fill the following position.

Project Assistant (7 Position) - Ref. No. PA/004/2022

Location: COUNTIES

Purpose of Job:

The COVID-19 Vaccination Technical Officer will be responsible for county level coordination, operational support of vaccination teams through local partnerships, support supervision and mentorships. In this capacity, the Technical Officer will work with CHD EPI Officer and health partners on coordination of project activities, and working in close collaborates with COVID-19 State Coordinator and project technical team at national office. This position will report to the State Coordinator.

Key Responsibilities:

The listed functions summarize the roles that will be performed by the job holder.

Planning & Coordination:

- To lead on the co-ordination of the project review, meeting regularly with CHD leadership, County COVID-19 taskforce (County COVID-19 Vaccine Coordination Committee) and health partners to ensure the required arrangements are in place to guarantee delivery of the project KPI. These includes identification of topics, scheduling and leading of relevant meetings, synthesis of meeting notes, and follow-up of key action items;
- Plan and coordinate the national level project activities in collaboration with MoH and other stakeholders;
- Support in development of performance improvement plan based on concerns in service delivery;
- Liaise with field teams on support to follow up finance, logistics and administrative processes in Juba office and provide feedback.



- Support mapping, planning and coordination of vaccination teams

Technical support:

- Assesses project needs to align with the proper service delivery;
- Manage data input and analysis of COVID-19 implementation data
- Facilitate linkage between quantitative and qualitative analyses, contextualizing the quantitative analytics;
- Participate in maintaining and facilitating accurate and timely project reporting of activities in collaboration with M&E Officer.
- Gathers and maintains necessary program data for programme reporting and decision making.
- Support linking the ODK dashboard, synthesis with other work-stream (RCCE, Logistics, etc.) and identifying key decision and inputs for action and follow-up
- Prepares reports on program operations and status.
- Performs other related duties as assigned.
- Collaborate with partners on the transition and handover of relevant work set up to CHD and Health Implementing partners.

Any other tasks:

- Participate and represent Amref Health Africa in various COVID-19 fora.
- Carry out additional related activities and management tasks assigned by the supervisor

Required Qualifications:

Minimum Education

- Diploma in Health related fields;
- Training in COVID-19 vaccination management is an added advantage

Experience

- At least 2 years of professional experience in NGO setting
- Excellent knowledge of Health programme implementation, especially on COVID-19.
- Working in hardship areas with limited resources and minimum supervision;

Skills

- Technical skills in Immunization in practice and COVID-19 vaccination exercises;
- Excellent organizational skills
- Good communication skills, and a collaborative and multidisciplinary interest
- Has a thorough knowledge of English (both oral and written) and Juba Arabic; Knowledge of local language of the County is an advantage;
- Willing and able to travel to remote outreach locations and facility sites;
- Working knowledge of Microsoft Office, ODK system, PowerBI, and virtual meeting platforms;
- Skilled in writing official communication, and writing of technical materials.

How to Apply



Please visit our website <https://amref.org/vacancies/> to submit your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include an updated CV including three work related referees and a cover letter addressed to the Human Resource Business Partner, Amref Health Africa.

The closing date for submitting applications is **June 30, 2022**.

The position will be hired on a rolling basis.

Amref Health Africa is committed to the principles of safeguarding at the workplace and does not tolerate any form of abuse, discrimination or harassment.

Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Amref Health Africa is an equal opportunity and has a non-smoking environment policy

