

Job Advertisement

Medical manager SC- Leer County

50-H-3
Approved by Senior Inspector
MOL/RS/17
15/02/2023



Location: Leer, medical manager – position will be based in Leer county, unity state stabilization center but may also involve field travels.

Job Purpose: To assist in the direct implementation of nutrition interventions in Leer County with focus on the nutrition stabilization Centre. This involves implementing quality clinical and nutritional care services to patients in the SC, provision of supervision and quality training of local staff to allow them to implement the program. He/She is also in charge of writing reports and keeping good data records to assist with ensuring adequate stocks. Capacity building of local nutrition staff on the treatment of co-existing illnesses among malnourished patients and contribute in monitoring the overall nutrition situation in the county.

Key Responsibilities

Technical & quality management

- Be responsible for the implementation, management, supervision and support of the assigned nutrition project in line with the activity plan and time frame of the relevant project proposal and any applicable national and international guidelines and standards
- Provide management, technical supervision and clinical support to staff based in the Medair stabilization centre facility in Leer town. The facility provides inpatient care for malnourished children suffering from additional medical complications.
- In particular he/she will ensure:
- The daily clinical examination of all patients in the SC (from Monday to Saturday, with clinical examination on Sunday for specific/critical cases). Ensuring also a medical round before leaving in the afternoon, to ensure a good clinical management by the staff in night duty
- The correct and timely implementation of the protocols in the SC (according to the national, WHO and Medair protocols already in place)
- The prescription of treatment and follow up of complicated cases
- The follow-up prescribed medical treatment, adapting and modifying according to the needs
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- He/she will also:
- Register every new finding, acts performed or prescribed in a clear and concise way on the patient's file.
- Communicate, via phone (or radio) during the night time to support the paramedical staff in the management of complicated and critical cases.
- Transfer patients to available hospital facilities when needed
- Provide training (formal and on-job training) to the staff in the SC and, more episodically, to the nutrition staff of the different static clinics on management of co-existing illnesses in malnourished children
- Ensure that regular monitoring and evaluation assessments are conducted both against project objectives and to ensure the quality of the programme, with reports being made to the relevant field managers
- Provide input into the integration of beneficiary participation and accountability in all aspects of the project.
- Oversee the process of data collection, collation and dissemination in the Stabilization Centre to meet the requirements and deadlines set by Medair and/or external partners
- Ensure accurate and timely reporting of activities of the Stabilization Centre for internal and external reports (e.g., weekly, monthly, quarterly and final reports) as requested by field managers, HQ and donors
- Input into the development of the country strategy, new projects and/or donor proposals as requested by field managers
- Provide cover for administrative responsibilities of nutrition managers, when necessary

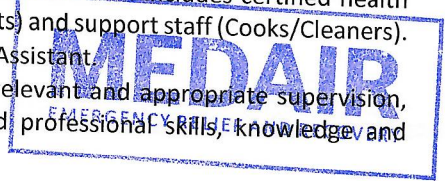
Community Mobilisation

- Liaise with community mobiliser and community nutrition volunteers and other home health promoters to encourage referral of all pregnant women to clinic.

Administrative tasks

Staff Management

- Assist the Nutrition Project Manager to manage and oversee the assigned Nutrition team including recruitment, day-to-day management, development and training, appraisals, etc. The nutrition team includes certified health staff (e.g., clinical officers and Nurses) other nutrition staff (Nutrition Assistants) and support staff (Cooks/Cleaners).
- Provide direct line management of SC clinic-in-charge, Nurses and Nutrition Assistant
- Ensure the assigned nutrition Stabilization Centre team members receive relevant and appropriate supervision, coaching, mentoring and training in order to develop their personal and professional skills, knowledge and understanding. This may be through on-the-job training and taught sessions



Logistics/SC Pharmacy

- Work with Project Manager to ensure the correct and timely ordering (within budgetary constraints) of all necessary medicines, supplies and equipment for the SC and activities, ensuring minimum stocks are maintained and items are stored and distributed correctly
- Liaise with logistics team to ensure correct storage and stock management of SC consumables within Medair base storage.
- Work with SC staff to ensure correct storage and stock management within the Stabilization Centre — including weekly stock reporting, facility request filling, stock record keeping and maintenance of adequate stock levels of therapeutic food and drugs

Financial Management

- Work with the relevant field managers to plan, construct and manage budgets for the assigned nutrition project
- Coordinate and oversee petty cash requirements, ensuring all required paperwork is completed accurately and in a timely manner

Quality Management

- Implement, as far as is possible within operational constraints, relevant policies and standards relating to nutrition service delivery including SPHERE standards, Ministry of Health and donor guidelines
- Participate as requested in Medair internal workshops and distance learning sessions to keep up with changing trends, new guidelines and best practices
- From time-to-time conduct field trips to OTP clinic sites for quality checks and supportive supervision

External representation

- Develop and maintain appropriate, regular, transparent and supportive communication structures with the SC team, Medair in-country nutrition managers, project managers and advisors, and other relevant stakeholders (e.g., beneficiaries, community leaders, local and national government officials, UN agencies and other NGOs).
- Represent Medair at relevant local level coordination meetings involving local authorities and other NGOs

Person Specifications

Essential Requirements

- Degree in medicine
- 2 years post-qualification in medical professional experience/nutrition programming
- Fluent in written and spoken English,
- Team player, good leadership, analytical and planning skills, ability to work under pressure
- Fluent in spoken Arabic and Fluent in Nuer local language.

Desirable

- 1 year Management experience
- Fluent in written Arabic
- Ability to speak, or willingness to learn.

Applications deadline: 06th March 2023 at 5:00 PM.

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: **Recruitment Human Resources Department Medair South Sudan - Theo Road, Hai Tong Ping** or e-mail: recruitment-sds@medair.org **Or you can drop Hardcopy at Medair Compound in Leer.** Due to the agency of this position, applications will be reviewed on a rolling basis thus the position might be filled before the deadline.

