

June 10th, 2020



Save the Children

INTERNAL/EXTERNAL JOB ADVERTISEMENT
VA –NO: 2020/06/10/01



The Organisation

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education and child protection. We also campaign and advocate at the highest levels to realise the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and that,
- Violence against children is no longer tolerated

We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive workplace where ambition, creativity, and integrity are highly valued.

SCI is seeking to recruit: -

Job Title: Health Program Manager

Location: Kapoeta

Number of position: One (01)

Reports to: Project Manager

Contract period: 6 Months.

JOB PURPOSE:

The Health Project Manager is responsible for quality programming, reporting, budgeting, planning, implementation and management.

The role holder provides overall technical oversight for the Unilever Health program in Kapoeta South, East and Budi which include supervision, monitoring & evaluation, finance and human resources, and ensuring donor compliance. Take lead in coaching, technical advice and other capacity building methodologies or inputs for the national staff and county health department staffs that are implementing the program.

KEY AREAS OF ACCOUNTABILITY:

Project Management

- Ensure effective involvement of relevant staff and other stakeholders in the planning process as appropriate
- Ensure familiarity with COVID-19 RCCE, community based surveillance and contact tracing standard operating procedures, guidelines and strategy.
- Ensure understanding of community engagement strategy and approach to home based care.
- Provide management and technical support to health staff of Save the Children and partners at County level as appropriate.
- To ensure an understanding of WASH'em approach, to attend regular WASH calls with WASH officer and WASH HST to understand WASH'em. Approach and support the social mobilization strategy required.
- To ensure full understanding of Unilever approach to health promotion, to raise any gaps in knowledge or training materials so the technical team can address and support.

1



Approved

11/6/2020

- Ensure implementation of the agreed plan for the project in compliance with Save the Children strategies and priorities
- Ensure effective utilization of agreed M&E tools for monitoring quality and timely programme implementation and accountability; ensure understanding of weekly reporting requirements and support to MEAL assistant for weekly health reports and HIMS.
- Contribute to programme development. To provide regular feedback on progress and challenges on risk communication, surveillance, contact tracing and community engagement for homebased care so adaptations can be made.
- Produce timely and regular project reports (monthly/ midterm and final) as required by both donor and SCI management
- Liaise closely with other programme teams to ensure an integrated project approach, identify ways of maximizing links, sharing of experiences and learning
- To lead in the coordination and preparation of donor reports in liaison with the operations, awards and finance departments, to ensure high quality service delivery and reporting on progress

Management of human and financial resources

- To ensure project staff and incentive staff follow COVID-19 guidelines, are sufficiently resourced with COVID 19 appropriate PPE and IPC resources and advice staff on activity reduction subject to gaps in PPE and IPC.
- To ensure familiarity with staff health guidelines on COVID-19 and to ensure staff adhere to these guidelines.
- Prepare operational plans, budgets and human resource plans for the project.
- Assess/review the human resource needs when appropriate and participate in staff recruitment and performance review process as needed by the organisation
- Work with health project staff, logistics/finance to develop expenditure and procurement plans to guide implementation of approved grants. Support Field teams in implementation of these plans, and ensuring that donor rules and regulations are adhered to.
- Provide recommendations and interventions to rectify any identified deviations that impact budget adherence to Area Managers, and the Finance/ Grants Manager.
- Review Budget vs. Actual on a monthly basis with project staff, awards and Finance Team.
- Build high performance team, which will deliver results and changes for children.
- Guide and support staff in their development plans, and taking prompt action to address issues of underperformance and any other issues impacting on their professional conduct or implementing their duties and responsibilities.
- Ensure that performance management system is in place for all health staff.
- Ensure that staffing levels, management structures, and personnel processes are appropriate and effective to enable the implementation of the programme.
- Provide capacity building and technical support to health staff and relevant ministry/partners
- Ensure that staff (for whom the post holder is responsible for), receive regular support, supervision and performance appraisals in line with in country protocols.
- Ensure Save the Children Child's Protection and Safeguarding Children policies are understood, implemented and monitored and that it is integrated into all aspects of the team's work.
- Comply with all relevant Save the Children policies and procedures with respect to child protection, health and safety, security, equal opportunities and other relevant policies.
- Prepare periodic financial forecasts as required by the Area Manager;
- Accountable for management and monitoring of assigned budget in the capacity of budget holder: authorize expenses, monitor spending and ensure the effective compliance of grant management.
- Ensure proper control and usage of Save the Children assets and funds and ensure the programme provides value for money.

Representation and coordination:

- To ensure strong engagement with Nadapel POE team and primary health care clinics on COVID- activities, ensuring an overall coordinated understanding of COVID-19 response and risks.
- To ensure a weekly update meeting with MoH, WHO, PHC leads on COVID-19 activities caseload and contacts.



- To ensure protection and food security issues arising from COVID-19 are well-documented and reported through SCI management and technical advisors to be addressed through appropriate channels.
- To represent SCI in all health and WASH COVID 19 related coordination meetings and activities.
- Ensure an integrated and joined up approach to advocacy and programme work.
- Develop and maintain a detailed understanding of the health programme in South Sudan, including national policy development, key players in government, INGOs, UN and national/regional and local civil society organisation;
- Represent Save the Children in various health related forum, meetings and workshops at the county and state level, strengthen, and maintain links with relevant co-ordination mechanisms through attendance at meetings and through networking.
- Ensure that regular and effective communications are maintained with Health Technical Advisor and other sectors within the organization for smooth program operations and implementation.

Advocacy:

- To provide regular updates on COVID-19 situation in particular availability of PPE and IPC for SCI staff and PHC staff, to report on availability of oxygen in Kapoeta south hospital and PHCCs;
- To ensure case studies with photos are regularly collected on beneficiaries, CBDs, supervisors, mobile teams and staff working in health facilities for advocacy purposes;
- To support the advocacy team to provide case studies with photos on children's views and stories about COVID-19.
- Strengthen and maintain links with all key task forces and coordination mechanisms within the health sector and other relevant sectors at County level.

SKILLS AND BEHAVIOURS (our 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 others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

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

QUALIFICATIONS/EXPERIENCES/SKILLS

Essential Criteria:

- Qualified public health professional with experience and qualification in primary and community based health care; MD, Nurse and Clinical officer (MPH preference) with at least two years of relevant health experience.
- At least two years of work experience in public health and community based health care
- Strong understanding and experience of social behavior change and communication
- Strong understand of communicable disease outbreak management



- Strong understanding of infection prevention and control.
- Excellent management and personnel skills to enable the motivation, encouragement and participation of other health team members.
- Ability and flexibility to understand the cultural and political environment and to work well with national health personnel in Southern Sudan
- Ability to assess evolving health needs quickly and calmly work under pressure as required
- Excellent communication skills, with good spoken and written English and experience in report writing
- Carry out any other responsibility as may be requested by his or her immediate supervisor

Desirable

- Excellent computer skills to allow reporting and representation
- Knowledge of locally spoken languages will be an added advantage
- Ability to remain calm and to be diplomatic, both with the local health authorities and with the community as well as fellow staff
- Good organizational skills, report writing and supervision of other staff

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

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.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Code of Conduct:

Because Save the Children's work is based on deeply held values and principles, it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff. Save the Children's Child Safeguarding Policy and Code of Conduct set out the standards, which all staff members must adhere to:

FURTHER INFORMATION & HOW TO APPLY

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates. On e-mail to:

Wani.Angelo@savethechildren.org or hand delivered hard copies to the nearest save the children Office. *The position must be clearly indicated in your subject-line or envelop.*

Deadline for receiving applications is **23rd June 2020 by 5:00 PM from Monday to Friday ONLY**

Please note that:

- This position is open to South Sudanese nationals only.
- The position is Non-relocatable and based only in Kapoeta
- Only candidates who meet the selection criteria shall be contacted
- **Applications would be screen on rolling basis due to urgent need to fill in the positions and the successful candidate might be selected before the applications deadline**

Disclaimer:

Save the Children International does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents

