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Approved by  
Labour Inspector  
17/9/2020

## CARE South Sudan

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services and improving governance.

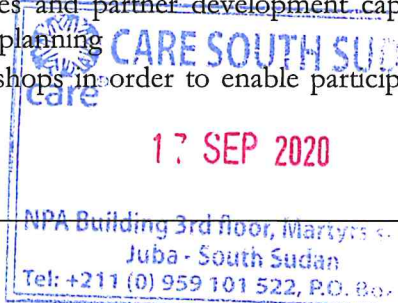
Position:	Emergency Response Manager
Department:	Program
Location:	Bor
Reports to:	Emergency Response Manager

### SCOPE AND SUMMARY OF THE POSITION.

The Emergency Response Manager will be the focal point for CAREs South Sudan in delivery of quality integrated health and nutrition projects in SS based at the Head office - Juba. She/He will be responsible for the overall management, implementation and monitoring of the integrated health projects for the host community and IDPs population in both counties in accordance to acceptable national and international standards and supporting local partners to deliver high quality primary health services. The position holder will also identify gaps in reproductive health and take necessary steps to address them by putting emphasis on coaching national facility staff to build their capacity. These interventions are meant to contribute to South Sudan Ministry of Health efforts in addressing the huge gaps in provision of health services and support reduction of the high maternal mortality among pregnant and lactating women and children under five years. She/ He will participate alongside the sector coordinator in maintaining regular contacts with key partners including Ministry of health, UN agencies, technical sector heads and other NGO at field level.

### JOB DUTIES AND RESPONSIBILITIES:

- Job Responsibility #1 (15%): Support CARE South Sudan Programming Initiatives through the provision of technical, administrative and management support to health and other CO primary health care programs**
  - Ensures and keep up to date with best practice in sexual reproductive and maternal health intervention in order to providing technical guidance as required
  - Providing accurate and complete up to date health information required for effective strategic and technical planning for health and nutrition
  - As requested by supervisor, contributing to situational analyses and partner development capacity assessments, feeding the results back into Program and Projects planning
  - As requested by supervisor, facilitating capacity building workshops in order to enable participative planning and provide input into planning processes



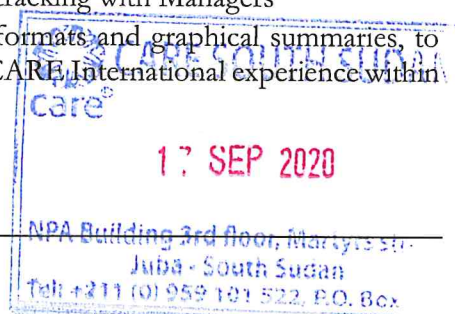
- Developing work plans and budgets as requested by Accountable managers, in order to plan delivery against budget aspects of the program strategic plan
- Continuously contributing to developing capacity building and development of strategies, methodologies and practical tools which will enable CARE Staff and partners to operate according to best practise in health & nutrition. Including:
  - Assessment and surveillance interventions
  - Capacity building of staff and partners
  - Quality Reporting

**Job Responsibility #2 (40%): Project implementation:** Under the direction of the ERC, provide field level leadership, guidance and support to Health projects teams with planning and implementation of project activities in the targeted communities. Including but not limited to):

- Ensure that proposed sexual and reproductive health interventions are guided by the MISP (Minimum Initial Service Package for RH in Crisis Situations), including the following services/activities: Facility deliveries, Emergency Obstetric Care (EMOC) or referrals for EMOC, Early neonatal care, Family Planning, Post-Abortion Care, Screening of blood donors and safe blood transfusions, Clinical Care for Survivors of Sexual Assault (CCSAS), antenatal and post-natal care services;
- Ensure that all stated SRMH and goal and objectives are met, that projects are monitored, and that reports are submitted in a timely manner;
- Ensure proper SRMH and nutrition data recording in the CARE supported facilities, assisting with the compilation of data and production of both SRMH and nutrition reports on a regular and timely manner;
- Provide technical oversight and training to field-based health staff in the area of SRMH and nutrition, with an emphasis on national staff capacity building.
- Identify and roll out strategies to increase health care uptake with a special focus on community awareness raising and ensuring the availability of SRH supplies in CARE supported facilities;
- Support trainings and capacity building to create capacity for SRH and long term family planning service provision at all supported HFs
- Assisting the gathering information to help in proposal writing for SRMH funding opportunities;
- Continuously assessing health and nutrition needs and suggesting new projects to address identified unmet needs;
- Work closely with the GBV advisors and GBV teams at the field level to implement holistic programming to meet the diverse and unique needs of women and girls
- Promoting a culture of learning whereby lessons-learned and good practices are documented and shared for institutional memory
- Any other duties as assigned by the supervisor to enable and develop CARE programs.

**Job Responsibility #3 (10 %): Monitoring, Evaluation, Accountability, and Learning (MEAL):** Ccoordinate with monitoring, evaluate, accountability and learning team to ensure efficiency, accountability. Including but not limited to:

- Working with MEAL team to develop a monitoring and evaluation framework for projects; reviewing and documenting the progress of implementation accordingly with particular analysis on trends in Health and nutrition.
- Conduct regular review of HMIS and DHIS reports and raise flags where project data falls outside the expected. Support MEAL team to follow up on indicator tracking with Managers
- Ensure that Managers use approved and standard reporting formats and graphical summaries, to generate and present high quality donor reports; and ensuring CARE International experience within the SRMH and nutrition sector in South Sudan is projected





- Ensuring that Managers submit detailed quarterly and annual work plans and budgets are developed in order to deliver against all aspects of the project strategic plan
- Conduct targeted visits to communities where projects are being implemented to observe, monitor and provide feedback on the effectiveness of project interventions.
- Ensuring that CARE's projects are implemented under the guidance of project proposal and the needs and capacity of the participating communities in target areas

**Job Responsibility #4 (15%): Representation, liaison and coordination** to represent CARE South Sudan to the government authorities and other key players in the nutrition/livelihood/food security sectors; supporting other Accountable managers for organising Projects/Program visits and events ensuring that all the necessary arrangements are in place for such a visit; Including but not limited to

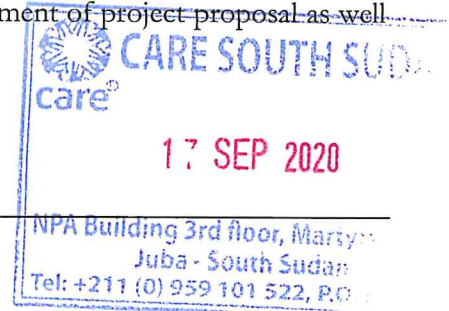
- In liaison with supervisor and other Accountable managers, represent projects to local stakeholders ensuring that visits to sites are fully appraised of project activities
- Liaise with technical counterparts in government and other humanitarian organisations and coordinate project activities as required by supervisor
- Participate in health and nutrition Cluster activities and other coordination meetings at national level; and representing CARE South Sudan in those meeting in consultation with the sector coordinator
- Working with the Ministry of Health in monitoring community Health and nutrition status, trends and contribute to policy implementation related to SRMH and nutrition ensuring this is in line with CARE's International overall approach
- As assigned by supervisor, representing CARE in relevant technical working groups; where requested, representing CARE at regional and global health and Nutrition Sectors.
- Keeping up to date with standards of professionalism and CARE's expectations concerning personal behaviour and values and at all times acting accordingly

**Job Responsibility #5 (10%): Managing Resources:** Manage Project resources ensuring efficient usage and high standards of accountability: Including but not limited to

- Keeping up to date with CARE South Sudan's financial, procurement and compliance systems and procedures and best practice in managing resources; and with Donor requirements concerning resource utilisation
- As required, working closely with the supervisor in the preparation of cash projectors on a quarterly and monthly basis and ensure services and products providers are paid on time
- Reviewing monthly and quarterly expense reports prepared by CARE South Sudan Finance team and work with Managers to provide feedback and comments where necessary to the supervisor and the finance team
- Ensuring that Health and nutrition project teams have all required supplies including medicines; follow up with CARE's procurement and UN pipeline managers to ensure that supplies and requested and delivered in time. Follow up with respective managers for timely stock reporting

**Job Responsibility #6 (10%): Proposal development** support Program Quality and Advocacy team in the designing and developing of quality funding proposals and where appropriate, securing and managing grants

- In coordination with members of the Program Quality team and other program teams in identifying project proposal opportunities and highly contributing in developing technically sound proposals for new projects and taking the lead on writing project concept notes.
- Informing and providing sound, objective and regular analysis of both humanitarian and emergency situations in area of work in order to support and inform the development of project proposal as well as for safety and security



### Problem Solving

This position falls under level 3 in terms of the complexity, problem analysis definition and solving required. The incumbent will be required to find creative solutions to pressing challenges in discussing peace activities in order to strengthen community participation and accountability at CO in midst of a conflict.

### **REQUIRED QUALIFICATIONS:**

#### *Required*

- Health and development Professional (MD, RN, RM, CO with qualification in Public Health or its equivalent) and a minimum of four years work experience in provision of health and nutrition in emergencies is desirable.
- Bachelors' degree in public health or its equivalent, with experience managing and implementing health and nutrition programs, at manager and coordinator level.
- Qualified South Sudanese, with females highly encouraged to apply.

#### *Desired/experience*

- Previous experience working in South Sudan
- Minimum of 4 years work experience in Health and Nutrition
- Operational experience and track record of success at national level
- Knowledge and in particular interest in South Sudan
- Good writing and communication skills
- Experience in coordination role

### **Competencies Required:**

Given the responsibilities and level of accountability of the position, please list the performance competencies in order of importance. These will be used both for recruitment and performance management.

- Strategic technical and intellectual skills in Project/Program management
- Leadership, negotiation, facilitation, advocacy and conflict resolution skills
- Strong managerial and coordination skills, with good relationship management skills including ability to coordinate working with diverse teams
- Demonstrated ability to operate effectively in a highly complex organizational context
- Demonstrated ability to live and work in challenging environment
- An understanding of inclusive community involvement in the delivery of services
- Excellent interpersonal skills and demonstrated ability to interact professionally with culturally and linguistically diverse group of people.
- Excellent communication (both oral and written English)
- Excellent writing skills, especially in the preparation of official documents and reports



- Good organizational and planning skills with attention to details
- Experience in providing support to partners and in particular senior Government Officials
- Experience in working within tight budget

### **HOW TO APPLY**

The position will be based in Bor. This position is ONLY open to South Sudanese Nationals.

Opening Date **17<sup>th</sup> September 2020** and Closing date for receiving application will be **6<sup>th</sup> October 2020**.

Applications and CVs should be delivered to: [jobs.southsudan@care.org](mailto:jobs.southsudan@care.org) or Hand delivery to: CARE office located within NPA Building in Hai Supiri next to UNICEF OR CARE Field Office in Bor.

**CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.**

