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Tel (0)922888958

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VACANCY ANNOUNCEMENT

POSITION TITLE: HEALTH PROJECT COORDINATOR
DUTY STATION: JUBA ROVING
REPORTING TO: HEALTH MANAGER.
STATUS: FULL TIME DATE PUBLISH 17th July 2024
CLOSING DATE: 06th August 2024
PROJECT DURATION: July 2024- Nov 2025

SD-H-3
Approved by Senior Inspector,
MOI/PROST
[Signature]
17/07/2024



COUNTRY PROGRAMME OVERVIEW

TADO is a NNGO non-political, non-profitable organization which started in 1999, to respond to needs for South Sudan people in order to sustain and strengthen the humanitarian interventions. **Touch Africa Development organization (TADO)** is fully registered by Ministry of Justice and the RRC

TADO is managed by independent non-partisan professionals who have a wealth/extensive experience practically & technically on various fields of humanitarian sectors and community development projects as they have had special trainings to the sectors of humanitarian interventions, Human rights, child protection and capacity building programs.

TADO implements humanitarian assistance projects in Health, Nutrition, food security and livelihood, education WASH and GBV in various parts of the country in South Sudan.

TADO is currently implementing Zero Dose Children immunization in the 5 counties of Kapoeta East, Akobo, Nasir and Uror.



SCOPE OF THE WORK

Purpose of the Job

REACH Project Coordinator gives technical, operational and administrative support to ensure the success of immunization of Zero Dose Children in the 4 target counties. He will be reporting to the Health Manager.

Key Responsibilities

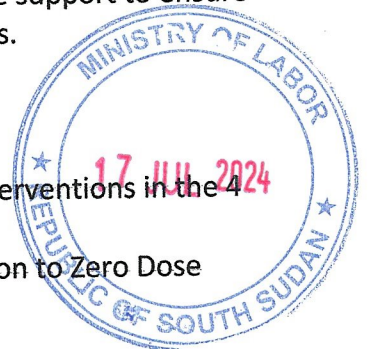
- Manage ZIP REACH project as per the approved workplan
- Support in programming and planning zero dose immunization interventions in the 4 Counties
- Program management, monitoring and delivery of results in relation to Zero Dose Children immunization in the 5 counties
- Technical and operational support to program implementation
- Innovation, knowledge management and capacity building EPI supervisors, vaccinators and Community Mobilizers on immunization innovations.

Capacity Building of EPI supervisors and other staffs involved in ZIP REACH project. Programme Monitoring and delivery of results

- Prepare regular reports in relation to the immunization of Zero Dose Children in the county.
- Attend Consortium meetings and prepare project updates
- Attend project review meetings at the state and county levels where possible.
- Participate in monitoring and evaluation exercises including support supervision and assessments.
- Attend coordination meetings at the national and also county level where possible
- Liaise with the monitoring and evaluation officer to ensure timely reporting.

Technical support

- Provide technical and operational support to the CHDs and other office partners/donors on the application and understanding of TADO policies, strategies, processes, and best practices on health-related issues to support program implementation, operations, and delivery of results.
- Develop by working closely with the CHDs, County level micro plans targeting Zero Dose Communities with Immunization interventions.
- Establish relevant relationships with EPI managers at County and State level to ensure integrity of antigens and other vaccine supplies and mitigate stock outs to ensure continued routine and supplementary immunization activities
- Conduct regular program reviews with the relevant program teams monthly to monitor implementation against project documents (Work plans, Spending Plans and Targets) for timely course action and adaptations.
- Will work with the CHD and SMOH, to ensure integrity of the cold chain during immunization sessions to ZDC.
- Ensure proper documentation of all outreach activities through regular routine immunization reports to the National Systems, success stories on project impact on



immunization and populations and regular status updates to project leadership towards adaptive program management.

- Conduct regular support supervision visits to all the project implementation areas and support the vaccinators to deliver in collaboration with the county health department.
- Map out communities with high Zero Dose children and support the qualified immunization team to deliver EPI services.

Partnership Building

Build and sustain effective close working partnerships with the CHD/ SMOH through active sharing of information and knowledge to enhance program implementation and build capacity of stakeholders to deliver concrete and sustainable results.

Draft communication and information materials for advocacy and promote awareness creation for the intervention.

Participate in appropriate inter-agency coordination meetings and provide the relevant updates.

Qualifications

Bachelors Degree in medicine and Surgery, Degree in Nursing or Public health degree with a diploma in Clinical Medicine community health.

Experience.

Two Years' Experience in supporting immunization programmes and close collaboration with the State Ministry of Health and the County Health Department.

Other skills

English both Spoken and written is mandatory, Juba Arabic is desirable.

Computer skills especially Ms Word and Ms Excel

Excellent communication skills.



POSITION TITLE: MONITORING & EVALUATION OFFICER
DUTY STATION: JUBA ROVING
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SCOPE OF THE WORK

Purpose of the Job

Monitoring and Evaluation Officer job description should contain a variety of functions and roles including:

Key Responsibilities

- Develop and strengthen monitoring, inspection and evaluation procedures within the REACH Project
- Monitor all project activities, progress towards achieving the project output of the ZIP REACH project
- Monitor the sustainability of the project's results;
- Conduct capacity assessment on existing monitoring and evaluation tools within the ZIP REACH project
- Develop monitoring and impact indicator for the project success;
- Provide inputs, information and statistics for quarterly, annual and other reports to REACH Project Management Team
- Participate in quarterly project reviews and planning workshops and assist the REACH Project Coordinator and the Health Manger in preparing relevant reports.
- Support monitoring and evaluation of the effects and impact of the project;
- Provide feedback to the Project Manager on project strategies and activities;
- Compile monthly ZIP REACH project reports from all the facilities in the 5 Counties.
- Enter the data on COMCARE platform and submit reports to the donors on time.
- Capacity builds the data clerks on quality data collection in collaboration with EPI Supervisors and REACH project manager.
- Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- Report monthly, quarterly, half-yearly and annual progress on all project activities.
- Measurable Outputs and Performance Indicators
- Perform other duties as required;



Qualifications and Requirements

- Degree in monitoring and Evaluation, Diploma in Public Health or a health-related field will be an added advantage.
- 3 years of experience in monitoring and evaluation
- Experience in designing tools and strategies for data collection, analysis and production of reports;
- Proven ICT skills, especially in the development of MIS software using database software;
- Expertise in analysing data using statistical software;
- Strong training & facilitation skills.
- Ability to multitask
- In-depth knowledge on MIS, M&E and development issues
- Excellent written and oral communication skills
- Ability to respond positively to critical feedback and different points of view



Those who meet the requirement please submit a one-page cover letter and CV (no more than 4 pages) with details of your qualification and work experience including three professional references. All offers of employment are made contingent upon the successful completion of all applicable background checks.

Note: Qualified female candidates are encouraged to apply for this role.

In order to apply for this role please send your CV and Cover letter most preferably by email to the address:

inf@tado-ss.org

Please make sure the subject of your email states "Health Project Coordinator or "Monitoring & Evaluation Officer" or your application might be overlooked

In Juba -- Please deliver you application to TADO HQ office in Hai Munuki, Off Bilpham Road, Opposite Mabili Energy Petrol Station.



IMPORTANT REQUEST

- Please note to name your CV by name e.g., "John Deng- CV" or "CV- John Smith"
- Kindly avoid naming CV as CV, Updated CV, by Job tittle or organization name
- For hard copy deliveries kindly include position applied for on the envelope.