



HEALTHCARE FOUNDATION ORGANIZATION

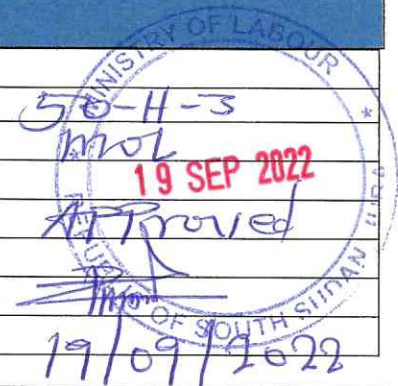
To improve and advance the "Quality of Healthcare" in South Sudan and its Regions

(The position is open to South Sudan National only)

JOB VACANCY ANNOUNCEMENT

VA/HFO/SSHF/059/2022

Job title:	Field Coordinator (1 position)
Reporting to	Operation Manager
Department:	Health Department
Hours:	40 hours per week
Duty station:	100% Canal/Pigi County present
Opening date	September 19 ^h , 2022
Closing date	October 6 th , 2022
Starting date	ASAP



BACKGROUND

About Healthcare Foundation Organization (HFO) was founded in 2015 in South Sudan over 7 years ago and has built a long-term, local presence in Equatoria Region (Central Equatorial State, Upper Nile Region (Jonglei State, Fangak, and Canal/Pigi Counties), Unity State, Rubkona, Guit, and Leer Counties) and Bahr El Ghazal Region (Northern Bahr El Ghazal, Aweil East County) & Warrap State, Twic East, and Gogrial East Counties). Regional Office in Sudan with head office in Khartoum, White Nile State, and the Blue Nile States. Our Country team of advisors uses their specialist expertise in Health, Nutrition, Protection, Food Security, Education and Water, Sanitation, and Hygiene. We work in the above States to support over 300,000 poverty-fighting developments and humanitarian aid projects.

HFO has been working in South Sudan since 2017 and is currently working in four States. Our services are in line with Humanitarian core policies and are tailored for specific South Sudan organizations, initiatives, and regions. HFO would like to implement an anticipated Program. For more information, please visit HFO's website at www.hfo-ss.org We wish to recruit interested and qualified applicants (South Sudanese national only) for the following position:

OUR VISION STATEMENT

HealthCare Foundation Organization (HFO) inspires hope and contributes to health and well-being by providing the best care to every community through integrated clinical practice and education toward self-reliance.

OUR MISSION STATEMENT




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HealthCare Foundation Organization (HFO) exists to inspire, empower and transform communities to move towards self-reliance through the provision of holistic social services and development assistance to the people of South Sudan and Sudan.

1.0 PURPOSE OF THE POSITION:

HFO is looking for a qualified Field Coordinator with competence and efficient Clinical, Public Health and Managerial skills to provide supportive supervision to all health facilities workers for the Canal/Pigi County Mobile clinics and support County Health Department. These services shall include; treating all people with dignity, respect, care and compassion, recognizing their individual health beliefs, needs and values.

2.0 THE DUTIES & RESPONSIBILITIES;

- The Field Coordinator will work in collaboration with other partners to coordinate all health activities within the Counties.
- Provide support to the medical staff including Clinical Officers, Nurses and Midwives.
- Perform administrative and official duties by meeting other stakeholders coordinate with Juba office or the line Manager in the head office
- Take complete responsibility of the whole HFO supported health facilities in Unity State, Leer County.
- Monitor and develop plans of action and emergency plans for the whole county.
- Give daily update to the Health & Nutrition Manager on ground on daily activities.
- Maintain an excellence and cooperative relationships with other partners on ground and the CHD/SMOH.
- Support In-charge to educate patients, relatives or staff on HFO rules and processes.
- Check inventory of medical equipment and other supplies or stock of medicines and place orders in line with the pharmacist/In-charge accordingly.
- Support M&E in making reports and database of the patients, inventory and other necessary documentation on computers including monthly stock reports.
- Attending all NGOs Coordination meetings and give feedback to the health & Nutrition Manager and the Program Coordinator.
- Report any unusual disease/suspected outbreaks detected within the county to the head office and respond to emergency cases together with the In-charge.
- Coordinate referrals from HFO Mobile site to the adjacent health facility for further treatment
- Work in adherence to the organization's standards, practices and policies

Website: <http://hfo-ss.org/>
Email: info@hfo-ss.org / healthcarefoundation.org@gmail.com
Address: Kololo road behind Catholic University of South Sudan / P.O. No: 143 blocks (





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- Work in collaboration with all the staff members and support Surveillance Officers.
- Perform other duties as assigned by his/her Line Managers.
- Supportive monitoring and evaluation to all health facilities.

4.0 JOB QUALIFICATIONS:

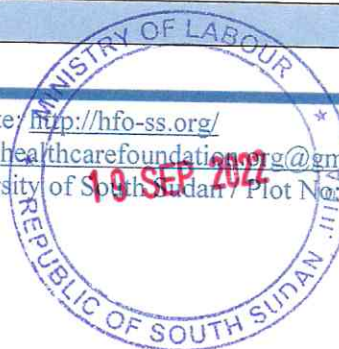
- 4.1 Education:** Bachelor of Science in Public health, public Business Administration or related Discipline from accredited Institution. Master Degree will be an advantage South Sudan National.
- 4.2 Work Experience:** At least four to 2-3 years of working experience in the same field, National and International Organizations in a conflict setting.
- 4.3 Demonstrated Skills and Competencies:**
- Strong organizational and multi-tasking skills in management.
 - Ability to understand and respond to emergency/outbreaks.
 - Ability to perform duties with optimum utilization of resources.
 - Possess knowledge of safety practices and procedures and adhere to the code of ethics.
 - Strong interpersonal and time management skills within working environments.
 - Knowledge of latest trends in health care in South Sudan
 - Knowledge of basic computer skills like Microsoft Excel and Word
 - A well organized, detail-oriented person with a confident personality
- 4.4 Language Skills:** Fluency in English and Arabic is a requirement; Proficiency in another language is an advantage.

5.0 HFO PSEA/GBV AND SAFEGUARDING STATEMENT:

- HFO staff must adhere to the values and principles outlined in the HFO Code of Conduct and Ethics, HR Policy Manual, Prevention from Sexual Exploitation and Abuse policy, GBV, and Child Safeguarding Policies.
- In accordance with these values, HFO enforces policies on beneficiaries, partners, and services providers to protect vulnerable groups from being exploited and to ensure a safe environment free from harassment.

6.0 HOW TO APPLY:

Website: <http://hfo-ss.org/>
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Address: Kololo road behind Catholic University of South Sudan / Plot No: 143 blocks (Juba Nabari)





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- ✓ Applications should be addressed to Human Resource & Administration Manager by quoting the vacancy number not later than **October 6th, 2022 @ 5.00 PM.**
- ✓ Applications received after this date will not be considered and submitted using the email address: recruitment@hfo-ss.org and copy recruitmentshfo.org@gmail.com
- ✓ Due to limited internet space, **HAND DELIVERY** of Applications is allowed, and please find the address of the HFO Office below this advert.
- ✓ Hand delivers to HFO security Guard in Tongpiny, off Catholic University of South Sudan or Near to UNIDOR Office
- ✓ Due to the **URGENCY** of these positions, applicants **WILL BE** selected on a rolling basis and before the dateline.
- ✓ **Qualified female applicants are particularly and strongly encouraged to apply!**

HFO Employment statement: Healthcare Foundation Organization (HFO) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, or marital status.

@HFO HR & Administration department 2022



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