



# ICRC

International Committee of the Red Cross  
ICRC Compound, Ministries Road, Amarat Juba, South Sudan

## Vacancy Advertisement ICRC – South Sudan



**FUNCTION:** Hospital Administrative Assistant

**PLACE OF EMPLOYMENT:** Juba.

### PURPOSE

The Hospital Admin is responsible for managing all non-clinical services in a hospital project. S/he ensures proper administrative organization within the hospital and makes certain that the required resources are available and used in the best possible way. S/he contributes to establishing plans of action, implementing them and monitoring the results.

### FUNCTION DESCRIPTION

- Support the Hospital administrator with the management and the payment of the incentives/volunteers cost recovery/daily workers at the hospital. With the support of the hospital administrator and the head nurse, he/she ensures that the staff roster is present and respected by monitoring the staff attendance.
- Together with the Hospital Project Manager / Hospital Administrator, reports and organises maintenance and repairs of the equipment at the hospital.
- Monitor the overall hygiene/cleaning of the hospital and engages with the cleaner's team and Public Health technicians to ensure proper functioning of the needed activities (Infection Control, Waste management, etc). With the support of the Head nurse or OT nurse, ensures that the cleaning & waste management schedule is being followed and the needed material is provided.
- Liaises with Logistics for the monitoring of generator use and fuel needs at the hospital compound.
- Together with the Hospital Project Manager / Hospital Administrator, makes sure that the support staff and services are working to ensure a proper functioning of the hospital (security, cleaning, laundry, maintenance, etc....) Reports to the ICRC Hospital Project Manager and Hospital administrator on the ground.
- Responsible for the food order by liaising with the kitchen and the food supplier daily. Ensures proper functioning of the food and nutrition system and reports to the Hospital Administrator/Hospital Project manager on the ground.
- With the support of the JMH staff at the hospital, ensures that staff, patients, caretakers and visitors follow the rules of conduct at the hospital. Reports problems to ICRC Hospital Project Manager / Hospital Administrator.
- Is responsible for the order of the non-medical items and the monthly inventory with the support of the storekeeper. Monitors the monthly consumption and adjust the imprest if needed. Coordinate and report to the staff any issues with the consumption of the non-medical items.
- Maintains a database of ICRC equipment used at the hospital.
- Presents and explains ICRC mandate and activities to a variety of health interlocutors, patients and visitors.
- Supports training programs as required.

### CERTIFICATIONS/EDUCATION AND PROFESSIONAL EXPERIENCE REQUIRED

- Bachelor's Degree or equivalent higher education degree in Health or hospital Administration. Post Graduate or master's Degree is an asset.
- 4-6 years of experience in Humanitarian Health programs. Knowledge of Medical Logistics and management of budget is an asset
- Advanced conversational in English and Arabic
- Expert level in computer skills

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### HOW TO APPLY

Interested candidates should submit their application in English, to ICRC offices in **Juba, Malakal, Bentiu, Yei, Bor, Rumbek and Wau** or by email to: [jub\\_recruitment\\_services@icrc.org](mailto:jub_recruitment_services@icrc.org) until **Friday, 7<sup>th</sup> May 2021** to the **HR Manager**.

1. Motivation letter setting out why you are the most suitable candidate for this role.

2. CV, copies of certificates and nationality ID. Please clearly mark the position title in the subject title of your email.

**Equally qualified women are strongly encouraged to apply**

**Only Short-listed Candidates Will Be Contacted. Applications Not Retained Will Not Be Returned**



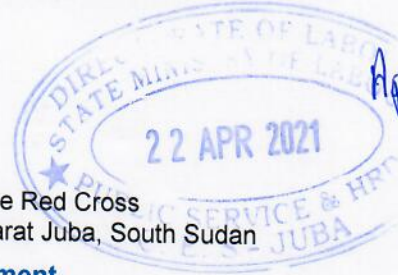




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**Vacancy Advertisement**  
**ICRC – South Sudan**



**FUNCTION:** Nurse 1 (OT)

**PLACE OF EMPLOYMENT:** Juba.

**PURPOSE**

The OT nurse works as part of a multidisciplinary surgical team in the ICRC supported hospitals to ensure the smooth running of the operating theatre. Under the supervision of ICRC mobile staff, s/he is responsible for implementation of the ICRC protocols and guidelines in the operating theatre, including strict maintenance of infection prevention and control and management of surgical instruments.

**FUNCTION DESCRIPTION**

- Work as an OT Nurse under the supervision of the mobile OT Nurse in all the ICRC supported hospitals.
- In absence of mobile staff, he is the focal-point for all aspects of the OT.
- Assists the mobile OT nurse including assessment, planning, and implementation and monitoring.
- To ensure the operating theatre procedures and principles to manage weapon-wounded and trauma are available and adapted to the circumstances and to the ICRC Standards.
- Promote and maintain a good standard of nursing care, aseptic techniques and hygiene in the OT in collaboration with ICRC OT Nurse.
- Participate and assure implementing of ICRC standard documents, protocols and guidelines.
- Participate to organise and ensure that all surgical instruments required for a MST deployment are sterilized and ready at all time.
- To be flexible and perform tasks not covered in this job description. At that times might give a support in the wards

**CERTIFICATIONS/EDUCATION AND PROFESSIONAL EXPERIENCE REQUIRED**

- Diploma or degree in Nursing or equivalent experience.
- 3-5 years of experience in a humanitarian area, health
- Good level of English and Arabic, both written and spoken
- Good level in computer applications especially Word, Excel and Power-point
- Good knowledge of geographically assigned environment
- Learning, Team Work, Security Management, Planning, Organization & Assessment; Communication (Ability to express views and ideas)

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## Vacancy Advertisement ICRC – South Sudan



**FUNCTION:** Medical Equipment Specialist 1  
**PLACE OF EMPLOYMENT:** Juba with regular visits to the field sites.

### PURPOSE

The Medical Equipment Specialist 1 is the focal point for all matters related to medical equipment in a given health-care facility or groups of facilities. S/he is the first reference person on technical issues for the ICRC's clinical hospital staff. S/he ensures that medical equipment is properly installed, maintained and, if needed, repaired. S/he draws up strategies for the provision of medical equipment together with the Health and Logistics teams and oversees their implementation.

### FUNCTION DESCRIPTION

- Keeps an updated inventory of all medical equipment at the ICRC-run or supported health facility or group of facilities.
- Conducts corrective maintenance and repairs of medical equipment at the ICRC-run or supported health facility or group of facilities.
- Plans and implements preventive maintenance of medical equipment.
- Tracking the movement of medical equipment and ensure all they are labelled.
- Performs quality control of medical equipment.
- Identifies needs for new equipment, together with the Health team, and assists within its procurement; manages stocks of spare parts.
- Trains health-facility staff in preventive and corrective maintenance of medical equipment.
- Draws up reports as required and forwards them to the Hospital Administrator for dissemination.
- Represents the hospital project internally and externally on all matters related to medical equipment.
- Contributes to the Quarterly Technical report, ad hoc-reports.
- Manage biomedical engineering projects.
- Propose the decommissioning of medical equipment if necessary.
- Attend regular health team meetings.

### CERTIFICATIONS/EDUCATION REQUIRED

- Diploma holder or higher in one or more of the following domains:
  - Electrical & Electronics engineering;
  - Biomedical Engineering;
  - Clinical engineering;
  - Biomedical Equipment Technology
- Good command of English (both written and oral)
- Fluency in the local language or and other languages of interest to the ICRC are assets.

### PROFESSIONAL EXPERIENCE REQUIRED

- Motivated, experienced and flexible BioMed Engineer with at least 3 years of experience in managing medical equipment in hospital settings in low-income contexts.
- Experience in training staff with limited education.
- Experience with humanitarian or international organizations a strong asset.
- Good management and Teaching skills

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**FUNCTION:** X-Ray Technician

**PLACE OF EMPLOYMENT:** Juba (but can be also requested to travel in the field depending on operational needs).

**PURPOSE**

The x-ray technician provides technical support services and contributes to building the capacity of technical X-Ray staff in the hospital. S/he performs a wide variety of routine duties in the X-Ray department, including technical and patients related functions. S/he is responsible for providing broad range of health care services such as patient check in, exam review, preparation for the visit, patient education and assistance with exams and procedures. S/he is trained to use digital and non-digital X-ray machine.

**FUNCTION DESCRIPTION**

- Communicate effectively with patients and all others coming to the department. and interact with staff and co-workers in a manner that promotes positive working relationship.
- Check the requests for complete information.
- Schedules exams as needed.
- Obtains sufficient information to determine whether the procedure should be performed immediately or within specific time.
- Sets up the room to coincide with the examination being performed to include the use of proper isolation when needed.
- Do positioning whenever is asked by the direct supervisor (X-ray specialist or technologist).
- Safely transfers the patient to and from beds, wheelchairs and the x-ray examinations table.
- Engages in professional and ethical conduct.
- Maintains an orderly and well stocked room.
- Do the periodic statistics whenever is asked by the direct supervisor.

**CERTIFICATIONS/EDUCATION AND PROFESSIONAL EXPERIENCE REQUIRED**

- A high school certificate or any diploma as X-Ray technician, plus any course in medical imaging.
- Minimal experience in a health care service, and a one-year experience in a medical imaging services is preferred
- Good level of English and Arabic, both written and spoken
- Good level in computer applications especially Word, Excel and Power-point
- Good knowledge of geographically assigned environment

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**FUNCTION:** Physiotherapist 2

**PLACE OF EMPLOYMENT:** Juba.

### PURPOSE

Physiotherapist 2 contributes to implementing physiotherapy related activities in accordance with the defined strategy. S/he is a full member of the interdisciplinary surgical/medical or rehabilitation team which ensures patient-centred care within an ICRC-run or supported structure as well as in outreach activities during emergency and non-emergency situations.

### FUNCTION DESCRIPTION

- Ensures that physiotherapy services are assessed and defined with regard to the population in need of physiotherapy/physical rehabilitation, in coordination with the hospital/physical rehabilitation project team and in close collaboration with professional experts (e.g. surgeons, psychologists, ortho-prosthetists).
- Helps promote best practices in coordination with the hospital/physical rehabilitation team and is actively involved in discussing services regarding complicated/complex cases.
- Ensures the continuum of care by referring individuals in need of further rehabilitation or vocational/occupational rehabilitation after their discharge to the appropriate structure.
- Ensures the implementation of ICRC physiotherapy standards in collaboration with the respective partners.
- Supervises physiotherapy staff and ensures sustainable physiotherapy practice according to best and latest approved standards.
- Sets priorities and manages timely provision of physiotherapy services within an interdisciplinary approach.
- Assesses physiotherapy staff needs and performance, providing regular feedback and ongoing training.
- Contributes to delivering training and coaching within his/her specialty based on ICRC internal guidelines and internationally validated recommendations.
- Contributes to developing professional relationships; advocates health promotion activities and scholarly practice, so that service users benefit to the utmost from ongoing learning.
- Recognizes problem / complications during the implementation of the treatment plan and informs accordingly
- Completes patient file and patient statistics
- Participates in the final evaluations / discharge and ensure that instructions (including maintenance and use of appliances) are understood by patient / family

### CERTIFICATIONS/EDUCATION REQUIRED

- Degree in physiotherapy (bachelor's or equivalent with a minimum of 3 years of university studies) and a valid license to practice in country of residence.
- Relevant additional degrees (e.g. public health, acute hospital or rehabilitation techniques) an asset.
- Good command of English (both written and oral)
- Fluency in the local language or and other languages of interest to the ICRC are assets.

### PROFESSIONAL EXPERIENCE REQUIRED

- Motivated, experienced and flexible Physiotherapist with at least 3 years of experience and up-to-date knowledge.
- Experience in training staff with limited education.
- Experience with humanitarian or international organizations a strong asset.
- Good management and teaching skills
- Experience with INGOs, the International Red Cross and Red Crescent Movement and/or multicultural or low-resource contexts are strong assets.

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