

SD #H'3
Approved
Labour Hire



Job vacancy

Job Title: Site Supervisors
Locations: Juba (1) Nimule (1) and Rumbek (1)
Contract Type: Temporary Hire
Reporting to: Senior IBBS Research Manager
No. Posts: 3 Position
Duration: 5 Months
Application Deadline: April 5, 2024

BACKGROUND

IntraHealth International, Inc is a US based, global health nonprofit organization that has worked for 40 years in over 100 countries including South Sudan. Currently, IntraHealth is implementing projects in South Sudan with funding from USAID in collaboration with Government of South Sudan Ministry of Health (MOH) and South Sudan AIDS Commission. Our mission is to improve the performance of health workers and strengthen the systems in which they work so that everyone everywhere has the health care they need to thrive. IntraHealth's programs generate long term social and economic impact to keep communities around the world healthy, strong, and prosperous. And our dynamic staff are passionate about global health and committed to excellence.

PRIMARY RESPONSIBILITIES

The successful candidates will work under the direction of the study Project in charge and will be responsible for the day-to-day management and all survey site activities, including participant recruitment, screening, and enrolment, data collection (interviews and biological specimens), provision pre-/post-test counseling of rapid HIV testing and, referrals for follow-up care and treatment, and management of survey data and records. The site supervisor will be responsible for rigorously ensuring the ethical standards of the study. The site supervisors will also be responsible for direct supervision of staff including, the receptionist/screener, coupon manager, interviewers, laboratory technicians, and HIV counselors at the study site. Sensitivity to issues related to HIV and AIDS and ability to work with stigmatized populations is required.

ESSENTIAL FUNCTIONS

- Oversee day-to-day activities of the study site.
- Have a thorough understanding of the survey protocol and standard operating procedures manual.
- Ensure strict compliance with the study protocol.
- Ensure strict compliance to ethical standards of the study.
- Immediately report any protocol violations or adverse events associated with participating in the study to the study coordinator and study investigators.



- Supervise staff and day-to-day activities at the survey site as outlined in the operations manual.
- Work closely with staff to implement and monitor participant recruitment and coupon tracking System.
- Supervise the informed consent process and ensure strict compliance with research ethics guidelines and study protocol.
- Oversee the quality of biological specimens' collection according to standard guidelines.
- Oversee the management of HIV test result records and referrals for care, treatment, and appropriate social services.
- Oversee the quality of interview data collection.
- Oversee data management, data backup in the field, and secure data transfer to central office.
- Responsible for securing all study equipment and data (e.g. site computers, PDAs/netbooks, flash drives, etc.)
- Responsible for on-site supply of materials necessary to the study process, including peer recruitment coupon, questionnaires, incentive money, study forms.
- Manage cash and incentive supplies, distribution, and accounting records.
- Conduct weekly meetings with survey staff to identify any concerns with the study procedures and troubleshoot as necessary.
- Hold staff debriefing meetings at the end of each day of operation.
- Responsible for writing field notes and for providing updates or weekly reports to the study coordinator and study investigators.
- Responsible for the overall participant flow, crowd control and safety measures at the study site.
- Coordinate communication between the study site, the study coordinator/study investigators, and collaborating organizations and service providers.
- Perform other duties as assigned by the study coordinator/study investigators.

EDUCATION/EXPERIENCE REQUIREMENTS

- Master of Public Health or a nursing degree.
- Previous experience in research related to HIV.
- Previous work experience involving Respondent Driven Sampling (RDS) or FSWs is an added advantage.
- Good management skills and attention to details.
- Fluent in English and able to speak Juba-Arabic is desirable.
- Strong organizational skills.
- Previous personnel management experience.



- Good interpersonal and communication skills.
- Computer literate and proficiency in Microsoft Word and MS Excel.
- Ability to work independently with minimum supervision.
- Ability to work an alternative schedule (including evenings and weekends) as requested.
- Availability for duration of the survey.
- **Due to the nature of the study, Women are particularly encouraged to apply.**

COMPETENCIES

Innovation: Develops new, better or significantly different ideas, methods, solutions or initiatives within your role that result in improvement of IntraHealth's performance and meeting objectives, results and global commitments.

Accountability: Holds self and others accountable for all work activities, research and personal actions and decisions; follows through on commitments and focuses on those activities that have the greatest impact on meeting measurable high-quality results for IntraHealth's success. Exercise ethical practices, respectful words and behaviors and equitable treatment of others in all activities.

Service Excellence: Knowledge of and ability to put into action customer service concepts, processes, and techniques to access internal and/or external client needs and expectations and meet or exceed those needs and expectations through providing excellent service directly or indirectly.

Effective Communication (Oral and Written): Understands effective communication concepts, tools, and techniques; ability to effectively transmit, explain complex technical concepts in simple, clear language appropriate to the audience; and receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviors.

Planning and Organizing: Develops clear goals that are consistent with agreed upon strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate time and resources for completing work; foresees risks and allows for contingencies when planning; and monitors and adjusts plans and actions as necessary.

Interpersonal Relationships: Knowledge of and the ability to effectively interact within and across Divisions, Departments/Country Offices and with international partners in a constructive and collaborative manner.

Application Procedure

Interested and competent candidates should apply through the below link:

<http://www.intrahealth.org/section/careers>

Hard copies of applications can also be dropped to IntraHealth International office located at Juba Nabari, Plot No. 225. Nimule Hospital ART Department C/o Batista Baruga, and Y'o care office within Rumbek Hospital



Addressed Human Resource Department. Kindly, attach an Application Letter, copy of National ID card, Academic Credentials, and a Curriculum Vitae (CV) including contact details of 3 professional references who must be the most recent or current supervisor. Deadline for receiving applications is 17:00pm. Juba South Sudan Time by April 5,2024.

This position is open to South Sudanese nationals ONLY and priority will be given to applicants within the project sites.

Due to Urgency of the position Applications will be reviewed on rolling basis.

IntraHealth International is an Equal Opportunity/Affirmative Action Employer

