



June 21, 2023

Background

MEDICAIR is a South Sudanese Non-Governmental Organization founded by South Sudanese Medical Doctors who come up with the idea of rendering services to the diric community needs. Medicaire is officially registered by Relief and Rehabilitation Commission, under Laws of South Sudan, as a Non-Governmental Organization according to NGO Act 2016 Reg. No: 588. Our work so far has been in South Sudan where we have continued to offer emergency humanitarian services to the affected communities. We approach every aspect of our work with the highest standard of integrity and honesty. Medicaire's thematic areas are on Health, Nutrition, WASH, Protection and Food Security and Livelihoods as well as Child Protection.

Position	Head of Programs Unit (HPU)
Location	Juba – South Sudan
Reports To	Executive Director
Supervision To	Programs/Projects
Contract type	Long term Contract
Contract duration	1 year (with possibility of renewal depending on performance and availability of funds)
Starting Date	Applications will be reviewed on rolling basis.
Level	Open to any National/International

Main purpose of the position

Medicaire is seeking to recruit an experienced Head of Programs Unit (HPU) skilled in program development and management, coordination, planning, good in program execution, and control of multiple interrelated projects that share a common goal or vision.

The position is responsible for providing strategic leadership in design, implementation, management and facilitation of Medicaire's Program; management, operations, administration, research, monitoring, assessment, evaluations, closure, documentation and sharing of experiences and learning to enhance quality in delivery of services. Under the overall guidance of the Executive Director and working closely with the Departmental Managers is responsible for managing the implementation of all Medicaire projects in South Sudan. He or She will guide staff to facilitate harmonization of activities with the government and other stakeholders to maximize results. He or She will act under the guidance of Medicaire senior management and refer major executive decisions to the SMT. HOP will perform the following functions: -



1. DUTIES AND RESPONSIBILITIES

R1. Strategic Management

- T.1 Support the development and implementation of Medicaïr's strategic, programmatic, management, operational, budgets, work and activity plans.
- T.2 Spearhead and oversee the development and implementation of strategies that support program work with focus on health programming.
- T.3 Manage the development, implementation, monitoring and control of budgets of the function and ensure prudent financial management and effective use of resources allocated for use in implementation of programme activities.
- T.4 Provide regular updates to the Management Team on Program implementation issues, technical insights and direction.
- T.5 Ensure that programs and projects have adequate funding.
- T.6 Prepare discussion papers and reports for the Executive Director.

R2. Program Development & Management

- T.1 In line with the strategic plan, design and develop programmes and projects that will facilitate initiatives in the identified thematic areas.
- T.2 Oversee the coordination of Programme activities with focus in health programming and other thematic areas in relation to departments, and stakeholders.
- T.3 Manage the overall technical program design, planning, implementation, research, monitoring, assessment, evaluation, and quality assurance and closure activities.
- T.4 Facilitate development, implementation and periodic review of program standards, policies, systems and procedures.
- T.5 Ensure compliance with Medicaïr's standards, guidelines, policies, systems and procedures on program management and implementation.
- T.6 Ensure that program implementation activities are undertaken in accordance with terms and conditions stipulated in funding contracts and donor agreements.
- T.7 Ensure timely submission of quality programme periodic reports.

R3. Resource Mobilization and Fundraising

- T.1 Participate in fundraising and resource mobilization efforts to identify opportunities and lead proposal development in consultations with the Executive Director, Management Team, Resource Mobilization Team and others positions charged with resource mobilization activities.
- T.2 Ensure efficient and adequate allocation of resources to programme activities.
- T.3 Ensure accurate data and information exists to support in development of concept papers and proposals.
- T.4 Support the development and execution of plans for resource mobilization fundraising including the identification of resource requirements and development of concept papers and proposals.
- T.5 Proactively scout for new funding avenues, research on funding sources and establish strategies to approach funding agencies.
- T.6 Facilitate collection and documentation of information and experiences to support shared learning.



R4. Advocacy and Policy Influencing

- T.1 Facilitate the development of a framework for Medicaid advocacy both at the local and national levels.
- T.2 Facilitate the mainstreaming of gender and other marginalized categories in programmes.
- T.3 Facilitate periodic review of cases and issues emerging with target communities to ensure that rights of individuals are being upheld.
- T.4 Develop advocacy messages and/or materials that are relevant and effective to target communities.
- T.5 Build avenues for engaging with government at local community, county and national levels on advocacy and policy issues on areas of interest/focus.
- T.6 Provide input on behalf of the program into the sector decision-making processes at the national level.
- T.7 Participate in development and dissemination of correspondences, publications and documentaries that promote advocacy and policy influencing.
- T.8 Contribute to efforts to improve service delivery in all thematic areas and related areas both at community, county, state and national levels through engagement with key officials and representatives, and participation in key conferences and workshops.
- T.9 Prepare and disseminate information on outcomes of programs and other relevant results to government partners so as to promote evidence-based policymaking and programming.
- T.10 Draft talking points, speeches and statements on the organization's position on issues that relate to its areas of focus and interventions.

R5. Institutional Strengthening and Capacity Building

- T.1 Facilitate the development of a framework for Medicaid to build the capacities of staff.
- T.2 Provide technical support and participate in institutional strengthening and capacity building activities and initiatives aimed at improving skills and competencies in grant management and compliance issues.
- T.3 Assess and recommend policies, systems, and procedures that enhance grants management and compliance issues.
- T.4 Support internal and external capacity assessments to identify gaps and identify areas for improvement in grants management and compliance issues and develop ways on how this is to be managed.

R6. Relationship Management and Networking

- T.1 Develop and maintain productive relationships and networks including representation in relevant sectors, forums and meetings with key stakeholders.
- T.2 Develop and maintain a network of peers and professional contacts for exchange of ideas and information.
- T.3 Present a strong positive image and visibility of Medicaid and its values to program beneficiaries, donors, regulatory bodies, other stakeholders and the public in general.
- T.4 Maintain good public relations, networking and collaboration with peer and other like-minded organizations.
- T.5 Represent Medicaid in meetings with key partners to advocate and promote the programmatic goals and objectives of the organization.



R7. Monitoring and Evaluation

- T.1 Ensure the organization maintains effective monitoring and evaluation systems.
- T.2 Monitor program implementation through regular contact and field visits.
- T.3 Ensure effective collation of data and information for timely program progress and implementation reports.
- T.4 Ensure maintenance of appropriate database systems for monitoring, evaluation and research.
- T.5 Coordinate baseline surveys, research, studies, external assessments and evaluations and use findings to improve program management.

R8. Quality Assurance and Learning

- T.1 Provides technical assistance through research, documentation, review and/or writing technical and best practices.
- T.2 Ensure high standards are achieved in the design and implementation of all programs and projects and that they uphold Medicaid values, strategies, and guidelines.
- T.3 Facilitate regular training to staff on information management and shared learning initiatives
- T.4 Facilitate the documentation and dissemination of case studies, best practices and lessons learnt in program implementation both in the organization and with partners.
- T.5 Encourage sharing of learning and experiences within the program team, across the organization and partners.
- T.6 Facilitate forums for dissemination and sharing of information and experiences for the organization and partners.
- T.7 Synthesize lessons and experiences for continuous improvement of program approaches and methodologies within Medicaid and its partners to support shared learning.

R9. Management of Staff

- T.1 Responsible for line management of staff in the function.
- T.2 Provide leadership, management, supervision, mentoring and capacity building to staff.
- T.3 Provide and maintain communication channels between management and programme staff
- T.4 Provide guidance and direction to supervised staff and ensure that they work in an environment that encourages teamwork, efficiency and excellence in service delivery and build good relationship with the other functions in the organization.
- T.5 Continuously monitor the performance of staff in programmes and ensure staff are appraised as per performance management system and provide necessary guidance and recommend as appropriate for organization and self-improvements.
- T.6 Maintain an effective, committed, and motivated program team and ensure that staff issues are addressed in a timely manner.
- T.7 Ensure effective supervision of staff, and timely handling of grievance and disciplinary issues.
- T.8 Undertake periodic performance evaluation of programme staff.

R10. Undertake any other assignment as may be directed by the Executive Director from time to time.

Required Qualifications

- Master's Degree in Public Health or Arts/Social Sciences, or a related subject, or equivalent field experience and Minimum 4 years of professional working experience in Health, WASH, Nutrition,



and knowledge Protection and FSL with experience in managing OCHA, IOM/RRF, UNICEF/World Bank and USAID funded projects .

- Bachelor's degree in Public Health or Arts/Social Sciences , Management, subject is an asset, and may substitute required 6 years of work experience.
- Certificate or any form on training in Clinical Medicine, Public Health, Protection, basic counselling, SGBV, Gender, peace Education and conflict management will be added advantage.
- Experience in partnership building, capacity building, networking and advocacy.
- Experience in results-based management, monitoring and evaluation and experience in project and team management.
- Previous successful involvement with, and a good knowledge of the development and humanitarian sector/working with UN, Donors, or NGOs is an advantage.
- Familiarity with South Sudan context including the political, economic and social dimensions desirable
- Ability to communicate efficiently in English

Required competencies and Skills

- Should be able to write project proposals independently.
- Knowledge of computerized Partner Reporting Portal (PRP)
- Knowledge to Design and execution of research/surveys/reviews
- Familiarity with UN grants management and procedures.
- Proven organizational skills and time management.

Other competencies include:

Project Management · Grants Management System · Donor Engagement · Crisis Communications · Reporting · Financial Tracking System (FTS) · Donor Management · Knowledge Management

Theory of change, Logical framework HPC Project Module (Formerly Online Projects System-OPS) · Strategic and Contingency Planning · Community engagement and Accountability · Editing · Database Management, monitoring and evaluation, IHRP program as well as reporting tools eg EWARS, IDSR etc.

Writing proposals for funding.

Cross-functional Team Leadership · Advocacy and fundraising · Adobe Creative Suite · Web Content

Working Environment / Conditions:

Work environment: Juba-based with frequent field visits to Medicaire Operational locations.

Travel: 30% field level.

On call: on call to serve on emergency and crisis response

Languages: English, Arabic



How to Apply	<p>How to apply: send updated 4 page CV, Motivation letter, Certificates, Copy of National ID or Passport and 3 reference. email to jobs@medicair-ssd.org or hradm@medicair-ssd.org drop your manual application to Medicair Juba Office:</p> <p>Location: Opp. Lukak building, Behind Eden Commercial Bank, and Green Rokon, and Neighbor Care Pharmacy, Right-Hand-Side Brown Building, Atlabara A Juba, South Sudan.</p> <p>Website: www.medicair-ssd.org</p> <p>Deadline: July 11th, 2023 at 5:00PM (Rolling Advert)</p> <p>NB: Female candidates are strongly encouraging to apply</p>
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