



# 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/SSH/060/2022

<b>Job title:</b>	Clinical Officer (1 position)
<b>Indirectly reporting</b>	Field Coordinator
<b>Functionally reporting</b>	Health Officer on health-related roles
<b>Department:</b>	Health Department
<b>Hours:</b>	40 hours per week
<b>Duty station:</b>	Canal/Pigi County, 100% field present
<b>Opening date</b>	September 19 <sup>th</sup> , 2022
<b>Closing date</b>	October 6 <sup>th</sup> , 2022
<b>Starting date</b>	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](http://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

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.





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## 1.0 PURPOSE OF THE POSITION:

The **Clinical Officer** (CO) will be responsible for the management, implementation, and principal supervision of Nursing and Midwives' duties that include Inpatients, dressing room, drug, and medical materials, waste disposal, training, acting HOC in the absence of HOC, and any other duties that demand smooth running of the health facilities. In the execution of duties, be expected that the nurse can be transferred in any of the health facilities in the County.

## 2.0 KEY DUTIES AND RESPONSIBILITIES ARE:

- Daily supervision and management of the clinic staff.
- To perform clinical responsibilities of a nurse, including diagnosing and treating patients according to MOH guidelines.
- Ensure or coordinate all administrative tasks related to patients (all patient records and patient charts, discharge paperwork, records related to transfer of care to other facilities, etc.)
- Ensure the weekly monthly and quarterly reports are sent to Juba on time
- Reports to CHD and WHO surveillance officers as well as HFO Juba health department about any suspected case of an outbreak
- Administer medications, assist and perform nursing and medical procedures, monitor and reporting changes in patient's conditions to the Diagnostician/ Clinical Officer according to a protocol (injections etc).
- Provide leadership to all clinic staff and ensure all HFO/MOH policies and protocols are adhered to.
- Report any breach of contract or insubordinate behavior to the Clinical Officer in charge.
- Ensure staffs maintain a high standard of hygiene, including hand washing as per guidelines and cleaning their work area.
- Take lead on sterilization all dressing equipment as per protocol
- Ensure IPD is clean and beddings are well made.
- Ensure staff adhere to Universal Precautions.
- To report all drug errors, thefts, or losses of HFO assets immediately to the Clinical Officer/Area Health Manager.
- Ensure accurate advice and health messages are given to patients.
- Deputize HOC and act when HOC/ assistant are both away.
- Reporting any repairs, damages, or renovations required to the clinic to the Clinical Officer and/or CHD and partners.
- Ensure high standards of documentation in the health facility.
- Precisely be responsible for inpatient, dressing HMIS, and drug management
- Maintain accurate and transparent records of all HFO materials and essential drugs in line with the treatment protocols.

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Website: <http://hfo-ss.org/>

Email: [info@hfo-ss.org](mailto:info@hfo-ss.org) / [healthcarefoundation.org@gmail.com](mailto:healthcarefoundation.org@gmail.com)

Address: Kololo road behind Catholic University of South Sudan / Plot No: 143 blocks (1) Juba Nabari





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- Conduct duties in a professional and responsible manner.
- Maintain staff and patient privacy, dignity, and confidentiality.
- Maintain good working relationships with co-workers and partners.

## 4.0 JOB QUALIFICATIONS:

- Diploma Holder in Clinical Medicine, Public Health, or equivalent.
- Fluent in spoken and written English
- Good numeracy skills
- Report writing skills
- Very enthusiastic and keen to work hard to achieve the objectives of the program.

## 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:

- ✓ Applications should be addressed to Human Resource & Administration Manager by quoting the vacancy number not later than **October 6<sup>th</sup>, 2022 @ 5.00 PM.**
- ✓ Applications received after this date will not be considered and submitted using the email address: [recruitment@hfo-ss.org](mailto:recruitment@hfo-ss.org) and copy [recruitmentshfo.org@gmail.com](mailto: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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