

HEALTHCARE FOUNDATION ORGANISATION



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JOB VACANCY – VA/HFO/001/2020

HEALTHCARE FOUNDATION ORGANIZATION (HFO) IS SEEKING QUALIFIED PERSON FOR THE POSITION OF FIELD COORDINATOR BASE IN AWIEL EAST

Healthcare Foundation Organization (HFO) was founded 2015 in the South Sudan over 4 years ago and has built a long-term, local presence in Central Equatoria State and Greater Upper Nile Region. Our Country team of advisors uses their specialist expertise in Health, Nutrition, Protection, Food Security, Education and Water, Sanitation and Hygiene. We work in above States to support over 100,000 population development 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 organization, initiatives and regions. HFO would like to implement an anticipated it's 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:

JOB DESCRIPTIONS FOR POSITION OF FIELD COORDINATOR BASE IN AWIEL EAST

Job title:	Field Coordinator (1 position)
Department:	Health department
Directly responsible to:	Health Manager
Hours:	40 hours per week
Duty station:	Awiel East, Northern Bahr El-Ghazal
Contract duration:	12 Months
Contract number:	HFO/A/001/2020
Opening date	May 12 th , 2020
Closing date	May 29 nd , 2020
Starting date	ASAP

PURPOSE OF THE POSITION:

JOB SUMMARY: 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 Awiel County Mobile clinic and support County Health

HFO Job adverts / Head office, Tongping, Juba South Sudan

To improve and advance the 'Quality of healthcare' in South Sudan and its regions



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Department, Such services shall treat all people with dignity, respect, care and compassion, recognizing their individual health beliefs, needs and values.

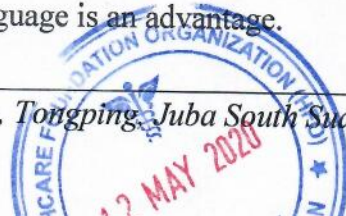
THE DUTIES & RESPONSIBILITIES OF A HEALTH COORDINATOR;

- The Field Coordinator will work in collaboration with other lead Consortium ACF-USA to coordinate all health activities within the Counties under SSHF.
- 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 Awiel East
- Monitor and develop plans of action and emergency plans for the whole county.
- Give daily update to the Health Manager, ACF focal person on ground and Programme Coordinator at Juba Level.
- 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 Manager and the Programme 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
- Work in collaboration with all the staff members and support Surveillance Officers.
- Perform other duties as assigned by his/her Line Manager.
- Supportive monitoring and evaluation to all health facilities.

REQUIREMENTS

- Completed a Diploma in Clinical Medicine/Public Health, Bachelor of Science in Clinical Medicine. Health, Bachelor in Public health in an advantage.
- At least four to five years of experience in the same field working with the international Organizations in the fields.
- Experience in handling medical and administrative duties with minimum supervision
- Ability to write and speak English and Arabic and local language is an advantage.

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- 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.
- Ability to counsel patients and relatives of all ages and problems solving.
- 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

HOW TO APPLY:

Applications should be address to Human Resource Department by email: recruitmentshfo.org@gmail.com quoting the vacancy number not later than May 29th, 2020 @ 5.30 PM. If this is not possible by e-mail, please hand-deliver or send your application in an envelope sealed to the address below before the closing date. Applications received after this date will not be considered.

Further guidelines

- Indicate clearly in the subject line of the email the position you are applying for (in Caps)
- Save your CV with your name before attaching it
- Only shortlisted applicants will be contacted

To: Security guards

HFO's main office at Tongpiny residential area, opposite to UNIDOR Office along Kololo road

Qualified female applicants are particularly encouraged to apply!

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

