



## JOB VACANCY – VA/HFO/005/2020

### HEALTHCARE FOUNDATION ORGANIZATION (HFO) IS SEEKING QUALIFIED PERSON FOR THE POSITION OF ROVING HEALTH OFFICER

**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 100000 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 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](http://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 ROVING HEALTH OFFICER (RHO)

<b>Job title:</b>	Roving Health Officer(1 position)
<b>Department:</b>	Health department
<b>Directly responsible to:</b>	Health Manager (HM)
<b>Hours:</b>	40 hours per week
<b>Duty station:</b>	Juba 20% and Field 80%, (Aweil East and Fangak Counties)
<b>Contract duration:</b>	12 Months
<b>Contract number:</b>	HFO/J/005/2020
<b>Opening date</b>	May 12 <sup>th</sup> , 2020
<b>Closing date</b>	May 29 <sup>nd</sup> , 2020
<b>Starting date</b>	ASAP

### PURPOSE OF THE POSITION:

**JOB SUMMARY:** HFO is looking for one qualified Roving Health Officer with competence and efficient midwifery skills (BMOC& CMOC) to deliver and support Pregnant, Newborns, Lactating mothers and in-patients of all ages in the PHCUs. Such services shall treat all people

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

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







with dignity, respect, care and compassion, recognizing their individual health beliefs, needs and values.

### THE DUTIES AND RESPONSIBILITIES OF ENROLLED MIDWIFE;

- The Roving Health Coordinator will work in collaboration with the Field Coordinator in and the Consortium lead ACF-USA to coordinate all health activities within the Counties under SSHF.
- Conduct frequent field visits to support to the field coordinator and medical staff including nurses, midwives and other health staff.
- Perform administrative and official duties by meeting other stakeholders coordinate with Juba office or the line Manager in the head office
- Monitor and develop plans of action with the field coordinator and emergency plans for the whole county.
- Give daily update to the Health Manager and Programme Coordinator at Juba Level.
- Maintain an excellence and cooperative relationships with the other partners on ground and the CHD/SMOH.
- 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 necessary NGOs Coordination meetings and give feedback to the health Manager and the Programme Coordinator.
- 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.
- Monitor the medical activities, analyze them in the context, with the public health approach and make propositions of possible evolution if necessary.
- Report immediately to the technical referent any problem arising in the service, especially the loss/robbery /damage of medical equipment or medicines.
- Ensure that all enrolled health services of preventive and curative program in primary health care are implemented. Such as Immunization program, Antenatal and postnatal care services, Inpatient services, nutrition and Outpatient services.
- In collaboration with county health Department (CHD) and other staff.
- Proper skills on reporting systems **(DHIS 1 & 2, HMIS, EWARS, IDSR 5Ws KOBO tools)**

### REQUIREMENTS;





# HEALTHCARE FOUNDATION ORGANISATION



- With 3 years Diploma in clinical medicine and community health from a recognized institution, Health Services Management, Community Health and environmental health
- At least 2-4 years' experience working in PHC services in the community level
- Experience in coordination with other partners and donors and the local authorities
- Able to read & write in English clearly and fluently
- Able to mobilize community in health-related issues and able to change the bad practices in the community to a better health.

## HOW TO APPLY:

Applications should be address to Human Resource Department by email: [recruitmentshfo.org@gmail.com](mailto:recruitmentshfo.org@gmail.com) quoting the vacancy number not later than May 29<sup>th</sup>, 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 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.*

