



Catholic Health Training Institute

P.O. Box 148 Wau- South Sudan

ANNOUNCEMENT

CHTI is currently taking applications for the post of Manager.

Catholic Health Training Institute (CHTI), Wau is one of the projects of Solidarity with South Sudan. Solidarity with South Sudan (SWSS) is a faith-based institution within the Catholic Church in South Sudan operating in a collaboration between the Union of Catholic Religious Superiors General in Rome and the Catholic Bishops' Conference of Sudan and South Sudan.

The mission of CHTI is to train nurses and midwives for South Sudan who will be dedicated and service-oriented in health care.

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| Job Title | Manager |
| Reports to | Principal CHTI |
| Duty Location | Wau |
| Open to | South Sudanese Only |
| Terms of Employment | As stipulated in HR Manual of Solidarity with South Sudan. |
| Main Functions of the Manager | <p>The main responsibility of the Manager shall include:</p> <ol style="list-style-type: none"> 1) HR Management <ul style="list-style-type: none"> • Be cognizant with SSS HR policy and ensure its implementation in CHTI. • Be responsible for the adequate security of CHTI property installing necessary monitoring systems, as approved by the CHTI Board. 2) Finance management <ul style="list-style-type: none"> • Ensure that CHTI resources are expanded and utilized economically and efficiently within the approved policies. • Work in close collaboration and supervises the work of the Finance Assistant. 3) General Administration of the Institution <ul style="list-style-type: none"> • Overall responsible for the management of all non-academic and support staff. • Work in conjunction with the store manager for the maintenance of all stores' records. 4) Institution Management <ul style="list-style-type: none"> • Be responsible for all purchases, storages and utilization of all assets and material resources. • Direct and oversee the inventory of CHTI assets in various departments. 5) Planning & Evaluation <ul style="list-style-type: none"> • Plans with the administration for important school functions. |

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| | <ul style="list-style-type: none"> • In conjunction with the Principal and Finance Office in Juba, is responsible for the annual budget and ensuring adherence to this. |
| Requirements | <ul style="list-style-type: none"> • At least Bachelor degree in Business Administration or equivalent training in this or a related field. • At least 5 years work in Business in managerial level • Fluent in English and Arabic. • Excellent written and verbal communication skills. • High competence in computer skills, emailing and Microsoft Word, Excel others. • Outstanding analytical, management and planning skills. • Able to prepare and monitor monthly and annual budgets and expenditure. • Strong attention to details. • Proven ability to oversee and motivate employees. • Positive attitude to work in harmony within the administration with Catholic values. • Good team builder. • Able to work without close supervision. |
| What to submit? | <p>Handwritten application; Personal biodata with contact details; Proof of Educational qualifications; Two work related references with their contact numbers;</p> <p>NB. All academic Degrees and Certificate must be certified by the concerned authorities in the Republic of Sudan South and issuing country.</p> |
| Application Deadline | 1 st to 21 st August 2024. |

Please send applications to: The Administrator, CHTI, Wau or Quality Assurance Officer, Juba Office, Solidarity with South Sudan.

Email to qualityam@solidarityssudan.org / chti.administrator@solidarityssudan.org

Only the shortlisted candidates will be contacted for interview at a date to be arranged
Administrator (on behalf of Principal)

Catholic Health Training Institute

Minister Nyuguna, rsm

