

AAH-I South Sudan Country Programme
Hai Gabat, Opp. JIT Supermarket (behind SSD Customs)
Juba Town, Republic of South Sudan



JOB VACANCY

Lot 1 Coordinator – Fashoda and Manyo Counties, Upper Nile State

Action Africa Help International (AAH-I), an African-led non-governmental organization that supports livelihood-challenged communities in East and Southern Africa to sustainably improve their well-being and standard of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia, AAH-I has over 30 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced people and host communities. AAH-I also works with other marginalized communities, including pastoralists and people living in informal urban settlements.

In South Sudan, AAH-I works in Greater Equatoria, Greater Jonglei, Greater Upper Nile and Greater Unity State, with field offices in Juba; Yei, Maridi, Yambio, Mundri, Bor, Wau, Ajong Thok, Maban and Malakal.

AAH-I South Sudan Country Programme is looking to recruit a suitably qualified candidates to fill the vacant position of Lot 1 Coordinator to be based in **Malakal Town, Upper Nile State**.

Reports to: Head of Programmes for Health, Nutrition, Food Security and Humanitarian Logistics (HNFSL)

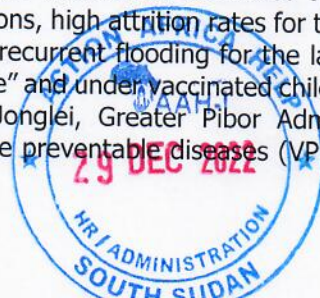
Liaises with: Departmental Managers, UNICEF Lot1 Consultant, County Health Directors, and Field Officers

Duty Station: Malakal, Upper Nile State, South Sudan

Project: South Sudan COVID-19 Emergency Response and Health System Preparedness Additional Financing Project (CERHSP-AF)

Project background

South Sudan continues to bear some of the worst health indicators in the world, with Under-five, infant mortality, and neonatal mortality rates estimated to be 98, 63 and 40 per 1,000 live births, respectively, reflecting a heavy disease burden for South Sudanese children (UNIGME, 2021); and a maternal mortality ratio for South Sudan is over 1,150 per 100,000 live births – one of the highest maternal mortality ratios in the world (MMEIG, 2017). It is estimated that about 40% of the under-five deaths occur during the first month of life reflects the high risks associated with delivery and immediate post delivery period for both the mothers and the new-born. Low birthweight, pre-term or small for gestational age, birth asphyxia, perinatal and neonatal infections. WHO estimates that low birthweight contributes 5% of total deaths in South Sudan reflecting an age-adjusted death rate of 23 per 100,000 population and putting the country at number 18 in the World. Malaria, diarrhea, and pneumonia are responsible for over 75% of deaths among under-fives- the burden for malaria is over 50% and a major contributor to the high burden of malnutrition among children in the country. South Sudan has a low routine EPI coverage for the last couple of years that can be attributed to the scarcity of skilled human resources at the grass root level for vaccination operations, high attrition rates for the few available skilled human resource, access issues due to insecurity coupled with recurrent flooding for the last three years. The low RI coverage results in building up of the cohorts of "Zero Dose" and under vaccinated children, especially in the most flooded and security compromised areas of Upper Nile, Jonglei, Greater Pibor Administrative and Unity states, rendering them susceptible to the outbreaks of vaccine preventable diseases (VPDs). Just over a third (39%) of children under



one year of age are fully immunized against the main vaccine-preventable diseases. The WUENIC coverage estimates for third dose of pentavalent vaccine for the years 2020 and 2021 remain at 49% while the administrative data shows 56% and 82% coverage for Pentavalent-3 for the years 2020 and 2021 respectively. The country has reported Measles, Meningitis, Hepatitis-E, Cholera and Anthrax outbreaks in 2022. The health sector, especially the immunization programme has been put under further strain by the Covid-19 outbreak where the same scarce human resource capacity is involved in COVID-19 vaccination operations, further compromising the routine immunization service delivery capacity. It is upon this background that the CERHSP-AF project is slated to continue in the greater Upper Nile Region.

The lot 1 project covers Fashoda and Manyo counties. Fashoda county borders Manyo county to the north, Melut county to the north-east, Baliet county to the east, Malakal county to the southwest and Sudan to the west. The county headquarter for Fashoda is Kodok town. Manyo county borders south Kordofan and white Nile region to the north and west respectively; Renk and Melut counties to the east and Fashoda to the south. The county headquarter for manyo county is Wadakona.

Job Summary

The Lot 1 Coordinator will be responsible for day to day coordination of the project implementation work plan, liaison with the CHDs and reporting for the UNICEF CERHSP-AF project in the lot 1 counties (Fashoda and Manyo counties). He/she will also provide technical support to County Health Coordinators, Monitoring and Evaluation Officer and BHI Officers for Lot 1 counties during implementation and reporting.

The Lot 1 Coordinator will oversee all aspects and activities under the UNICEF Lot 1 project. S/he will lead a team consisting of County Health Coordinators (2), Monitoring and Evaluation Officer (1), Project Accountant (1), BHI Officers (2), Finance and Administration Officers (2) and drivers (2) staff to deliver results aligned to the project work plan, targets and objectives. This will be done with support from the Country Programme Coordinator and Head of Programmes. The post holder will play a vital role in maintaining relationships with the County Health Departments, key stakeholders at the state and national level and consortium partners implementing under AAHI for this project in Lot 1 counties.

The Lot Coordinator will report to the Head of Programmes, and supervise the work of the County Health Coordinators, Monitoring and Evaluation Officer, Project Accountant, and BHI Officers. The post holder will receive additional dotted line technical support from the Country Programme Coordinator based in Juba whenever necessary. S/he will lead a field-based team, implementing the various activities at the State, counties, health facilities and community level in Lot 1.

The post holder will communicate directly with stakeholders at the county health department, Ministry of Health Upper Nile State and other key stakeholders at Country and State levels. S/he will maintain a good working relationship with partnering agencies for this project and other partners implementing health projects within the lot 1 counties, participating in technical working group meetings and project dissemination.

Duties & Responsibilities

1. Programme delivery (60%)

- Working closely with AAHI Head of Programmes and consortium partners support the development of annual work plan.
- Ensure day to day execution of activities in agreed work plans, ensuring that different activities are well coordinated and integrated where applicable for efficiency.
- Ensure all relevant authorities and stakeholders are included in the planning and implementation of county project activities as appropriate.
- Maintain a good and proactive collaboration with the local authorities and partners during project implementation.
- Ensure data is collected and reported in a timely manner in line with the contracts and compliance requirements.
- Monitor the evolving humanitarian situation at the local level and recommend immediate responses to it to the Head of Programmes.
- Support health facility assessments, delivery of equipment, commodities and drugs to health facilities and rapid needs assessments.



- Lead a team of project staff responsible for delivering activities within their respective technical areas and aligned to the objectives and targets of the project.
- Regular travel to the field to supervise project activities and to support donor, partners (AAHI, NRDC, and SPEDP) field visits and programme reviews.

2. Operations (15%)

- Regularly liaise with AAHI's operational support departments (logistics, finance, Human Resource, and Security Coordinator) for the smooth running of the project.
- Support the Head of Programmes to prepare procurement plans and work closely with the logistics team to ensure that all items required for the project are procured in a timely manner and in line with donor requirements.
- Prepare specific activity budgets and ensure that funding requests are requested in advance in a timely manner for the execution of project activities.
- Support the recruitment and selection of national project staff whenever required.
- Monitor the budget on an ongoing basis comparing the forecasts closely with the expenditures.
- Ensure deviation to spending is flagged and solutions sought to ensure AAHI's forecasts and expenditure are within the allowed variance to avoid AAHI being penalized.
- Ensure that the finance manager (Juba level) produces monthly budget monitoring tools (BMTs) for effective budget management.
- Respond to queries from UNICEF within the stipulated timelines.
- Ensure that the partners are spending their budget lines in accordance to agreed forecasts.
- Ensure that all project staff are working in accordance to their Job descriptions.
- Ensure that there are no ghost workers within the CHD staff lists receiving incentives from AAHI's consortium.
- Ensure no double payment of incentives to the same staff by different partners.
- Serves as the direct line manager for County Health Coordinators and Project Accountant.

3. Monitoring, Evaluation, Accountability and Learning (10%)

- In coordination with the Head of Programmes for Health, Nutrition, Food Security and Livelihood and Humanitarian Logistics (HNFSL), ensure that the baseline surveys are conducted covering all the counties constituting Lot 1 counties.
- Ensure the relevant questions are asked to address the targets as per UNICEF target documents
- Support the Lot 1 area teams to collect the data digitally and analyses the same for use during the monthly reporting.
- Work with the M & E Officer and team to ensure that all indicators chosen for the program are realistic and are being collected by relevant staff.
- Work closely with the M&E Officer to ensure a good level of accountability for all programme activities.
- Work with the M&E Officer to establish M&E protocols, data management processes and data collection tools.

4. Representation (10%)

- Participate in relevant county meetings support to build a strong relationship with all health partners in the area.
- Ensure all relevant parties are kept informed of AAHI's activities as appropriate.

5. Reporting (5%)

- Ensure all reports of the month under review are submitted to UNICEF National Health Consultant BHI and Lot 1 Coordinator timely as may be specified.
- Ensure any deviation from targets is flagged before the reporting and explained in the monthly reports.
- Coordinates the DHIS and other field level reporting to Juba on a timely manner to ensure that the donor reporting is timely and correctly done.
- Support the compiling and writing of monthly donor reports and county updates.
- Maintain auditable project files (both hard and soft copy).
- Any other duties as may be assigned by the line manager from time to time.



Expected Results

- Periodic reports accurate and submitted timely
- Quality communication materials for the visibility of the organization.
- Excellent success stories developed on behalf of the organization
- Reporting skills improved for project staff
- Project files well organized and auditable.

Skills Requirements and Experience

Essential

- MSc course in Public Health and any other relevant experience an added advantage.
- 2 to 3 years' working experience in a related field. This should include reporting and documentation, creative writing and data analysis/Journalism. Should have good mathematical skills Mastery of Microsoft Office packages especially Word, PowerPoint, Publisher and Excel.
- Excellent knowledge on rules and regulations governing implementation of UNICEF funded projects.
- Excellent negotiation skills for engagement with SMOHs, CHDs, UNICEF, other Health & Nutrition actors and internally within AAHI.
- Knowledgeable of the Health System Strengthening principles and approaches.
- Proven management/coordination experience of partnerships
- Relevant professional experience in a busy program/office setting is highly desirable.
- Ability to think quickly, effectively to solve problems, handle multiple projects, determine priorities, and meet deadlines under pressure
- Good interpersonal and team skills and ability to thrive in a multi-cultural, dynamic environment
- Ability to maintain confidentiality
- Ability to complete a complex variety of tasks in an organized manner and to quickly change and adapt to new priorities
- Excellent written and oral communication skills in English.
- Excellent computing skills including Microsoft Office packages such as MS Word, Excel, Power Point and Databases.
- Self-starter and able to work under undue pressure to accomplish program needs.
- Able to analyze large data sets for use in reporting.

Desirable

- Commitment to and understanding of AAH-I's vision, mission and values as well as AAH South Sudan strategic plan
- Appreciation of the aims and objectives of AAHI.
- Willingness to travel to remote areas of South Sudan.
- Knowledge and experience of working in South Sudan will be an added advantage
- Very enthusiastic and able to work extra hours to achieve the objectives of the programme
- Fluency in written and spoken English, spoken Arabic an added advantage
- Good knowledge of project cycle management for health projects
- Strong interpersonal skills and ability to effectively work in a multi-cultural context.
- Proven training and capacity building skills.
- Ability to take initiative and work independently

Safeguarding

- Children and vulnerable adults who come into contact with AAHI as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that AAHI shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.



Accountability within AAHI

- Alongside our safeguarding policy, AAHI is an equal opportunities employer and has a set of integrity policies.
- Any candidate offered a job with AAHI will be expected to adhere to AAHI's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behavior protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
Report any concerns about inappropriate behavior of a AAHI staff or partner.

Application Instructions

AAH-I is an equal-opportunity employer.

Interested candidates should address their application letters to the HR Manager AAHI South Sudan and position clearly indicated on the envelope OR email application letter and CV (with 3 referees) addressed to recruitss@actionafricahelp.org.

Hard copies applications can be submitted and delivered in sealed envelope at the **AAHI/UNHCR Logistics Base Juba**

Deadline: All applications must be submitted latest by **18th January (4.00PM)**.

Due to the high number of applications we receive and urgency for this position, applications will be reviewed as they are received and this position might be filled before the deadline.

