

# HEALTHCARE FOUNDATION ORGANIZATION

To improve and advance the "Quality of Healthcare" in South Sudan and its Regions

## JOB VACANCY ANNOUNCEMENT VA/HFO/SSHF/063/2022

<b>Job title:</b>	EPI Vaccinators (40 positions)
<b>Reporting to</b>	EPI SUPERVISOR
<b>Department:</b>	Health
<b>Hours:</b>	40 hours per week
<b>Duty station:</b>	CANAL (10), AYOD (10), TWIC EAST (10), PANYIKANG (10)
<b>Opening date</b>	December 23 <sup>rd</sup> , 2022
<b>Closing date</b>	January 13 <sup>th</sup> , 2023
<b>Starting date</b>	ASAP

### BACKGROUND

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, Ayod and Canal/Pigi Counties), Upper Nile state, Panyikang county, 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 population through 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 for the following position:

### OUR VISION STATEMENT

HFO envisions empowered, holistically transformed and peaceful communities growing in unity and diversity towards self-reliance.





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## OUR MISSION STATEMENT

HFO exists to inspire, empower and transform communities to move towards self-reliance through the provision of holistic social services and development assistance.

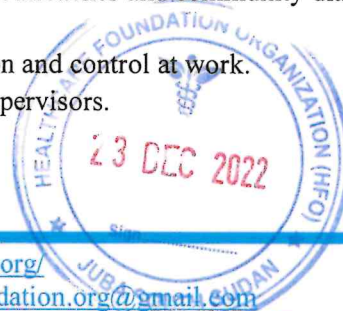
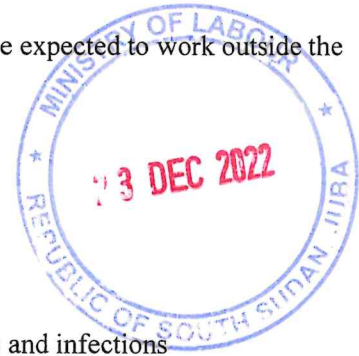
## 1.0 PURPOSE OF THE POSITION:

### 1.1 Specific Responsibilities:

Scope: The EPI Vaccinators will be responsible for participating in the vaccination program and ensuring that there is an adequate supply of vaccines each day prior to the program and working with the community to ensure the maximum possible impact and integration of the project activities. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.

## 2.0 Major Duties and Responsibilities

- Ensure there is an adequate supply of vaccines each day prior to the program.
- Work with the community to ensure the maximum possible impact and integration of the project activities.
- In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly
- Ordering of vaccines and supplies
- Maintain cold chain
- Conduct growth monitoring and health promotion activities
- Link children to other programs.
- Conduct health education for beneficiaries.
- Provide a regular report on EPI activities.
- Provide information to clients to reduce their vulnerability to diseases and infections
- Participate in community engagements such as integrated outreaches and community dialogues when called upon.
- Ensure adherence to good practices of infection prevention and control at work.
- Undertake any other duties that may be assigned by the supervisors.



### 3.0 Communication/Reporting

- Provide regular feedback to the clinicians on the status of the patients
- Assist in the preparation of donor reports;
- Participate in the development and implementation of the program work plan

### 5.0 Key Performance Indicators:

- Effective coordination and relationship.
- Timely preparation of reports and submission to the Juba Health team.
- Effective and facilitation of donor gender working group
- Community engagement and mobilization
- Timely monitoring of field activities.
- Understanding of staff on results-based management and planning in line with HFO guidelines and donor requirements

### Competencies

#### 6.0 Core Values:

- Respect for Diversity.
- Integrity.
- Professionalism.
- Effectiveness
- Innovation

#### 7.0 Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues.
- Accountability.





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- Creative Problem Solving.
- Effective Communication.
- Inclusive Collaboration.
- Stakeholder Engagement.
- Leading by Example.

## 8.0 Key Working Relationships

- Internal contacts: Health Facility in-charge, Heads of Facility departments, Health Information Assistants and health team staff.
- External contacts: Works with the Health County and state facility in-charges and other IPs.

## Required Skills and Experience

### 9.0 Education:

- The applicant must hold a Certificate as Nursing Assistant or Community health worker
- At least one-year working experience in Primary Health Care settings in EPI services
- EPI vaccination, immunization outreach skills, and knowledge is an advantage

### 10.0 Experience:

- Experience in planning, organizing, and coordinating health activities
- Experience in Information management
- Counselling skills
- Communication skills
- Clinical skills
- Interpersonal skills
- Team building skills

### 11.0 Languages:

- Good standard of spoken and written the English Language.
- Ability to speak any of the languages spoken in the project area is an added advantage.





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## 12.0 HFO 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.

## 13.0 HOW TO APPLY:

- ✓ Applications should be addressed to Human Resource & Administration Manager by quoting the vacancy number not later than **January 13<sup>th</sup> 2023 @ 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 [recruitments@hfo.org@gmail.com](mailto:recruitments@hfo.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

