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Approved  
Labour HQ  
14/7/21



CONCERN  
worldwide

## VACANCY ANNOUNCEMENT – STAFF HEALTH & WELFARE OFFICER

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health & Nutrition, Shelter, WASH and Livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for a suitable candidate to fill the position of Staff Health & Welfare Officer to be based in Juba head Office.

### Job Purpose:

The principal objective of the Staff Health and Welfare Officer is to coordinate and promote health and wellbeing supports and initiatives for all staff in South Sudan to improve their health and welfare. The post Holder will:-

Liaise closely with the Health Unit in Dublin as well as systems management in South Sudan in the delivery and coordination of Health, Welfare and Health and Safety messages and initiatives.

Be responsible for communicating regular educational material to Staff under the direction of the Health Unit in Dublin. He or She will also coordinate training for staff in wellbeing and health and will be responsible for monitoring trends in health, wellbeing and uptake of staff supports.

Will be required to establish and develop effective working relationships with Concern staff, staff volunteers and other stakeholders to ensure the integration and implementation of employee health and welfare initiatives.

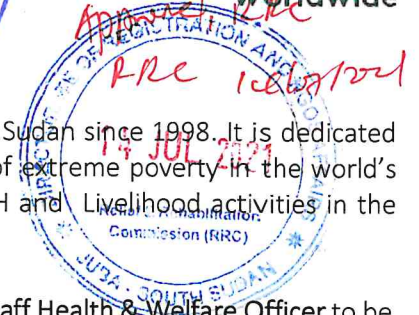
Will also take the role of the National Safeguarding Focal person, coordinating other SFP in field offices and enforcing the new Protection and Safeguarding Strategy & Framework, training, briefings and dissemination of safeguarding materials as necessary.

Disseminate and collate information required by Management to guide all staff on COVID-19, FAQ, Vaccinations, PCR tests, and related procedures and protocols.

### Main Duties & Responsibilities:

#### Theme 1: Communication

- Take the lead on communication of all Health and Wellbeing advice and supports for national staff in all areas, as directed by the Health Unit in HQ.
- Liaise with the Health Unit to deliver regular information sessions, sharing and promoting wellbeing supports and health promotion messages to staff.
- Act as the focal point between CWW South Sudan and the staff insurance provider.
- Advertise and ensure staff are aware of CWW health and wellbeing supports, policies and procedures.
- Influence individuals and groups of staff to reduce health risks and to promote better health behaviors and better practices.
- Act as the focal point for COVID19 best practice and messaging.
- Monitor local outbreaks and other health issues and shares relevant information and advice with support of Health Unit in HQ.



- Attend CMT on occasion to communicate updates on Staff health and welfare

### Theme 2: Coordination of Training

- Coordinate the training and supervision of Staff Volunteer support groups to ensure smooth running of activities. These groups include Wellbeing Champions, Staff Care groups and PEPSI Guardians.
- Liaise with training providers (including Thrive Worldwide) to coordinate training sessions for staff.
- Provide health and welfare induction sessions to all new national staff.
- Coordinate First Aid and Fire Safety training along with local systems management.
- Coordinate staff health training and education by insurance providers to all staff.

### Theme 3: Administration

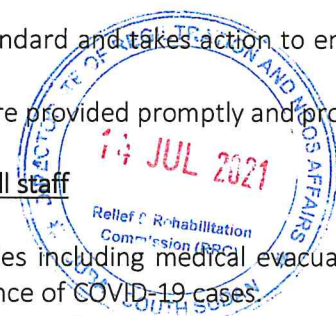
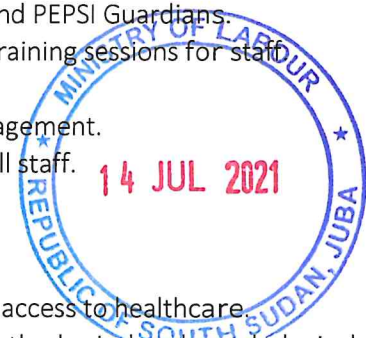
- Liaise with local clinics and the insurance provider to support staff in their access to healthcare.
- Be familiar with CWW supports for staff and ensure timely referral for both physical and psychological matters.
- Assist systems management with the monitoring of medical services uptake by staff.
- Assists the monitoring of Insurance and illness trends in staff population.
- Attend local clinics to carry out standard assessments under the supervision and direction of the Health Unit.
- Liaise with the Health Unit and local systems management in the ordering, distribution and information sharing of PEPSI, First Aid kits, Fire Safety equipment.
- Keep records of staff volunteer support, and participation in trainings.
- Keep records of accidents and near misses.
- Ensure health and safety in the offices are to standard and takes action to ensure maintenance of this standard.
- Ensure staff identification cards, medicals cards are provided promptly and proper records maintained.

### Theme 4: Staff health, COVID-19 and medical support for all staff

- Respond to COVID-19 related emergency activities including medical evacuation and coordinate with Heads of offices regarding identification/surveillance of COVID-19 cases.
- Liaise with MOH, NTF, Medical boards, WHO etc in all COVID-19 related activities including but not limited to information gathering, quarantine, management of cases, RT-PCR testing, medical evacuations, and advice management on emerging protocols.
- Advise staff on appropriate preventive health measures and ethical use of medicines through health education seminars or presentations.
- Support and advise the Systems Director and Country Director on medical issues and monitoring of accredited medical specialists and hospitals all over South Sudan.
- Carry out individual/collective health briefing for all new staff arriving in South Sudan
- Collect accurate and reliable data pertaining to illness, accidents, evacuations and absenteeism, with a view to providing statistics on illnesses and the medical data for staff members.
- evaluate medical structures, Clinics and SOPs and quality of services provided, identify and monitor available services for referral and treatment of staff members

### Theme 5: Safeguarding

- Ensure new Protection and all staff undertake Safeguarding Strategy, revised policies and Learn 365 module.
- Ensure there is strengthened organisational capacity and commitment by having active dedicated Protection and Safeguarding focal persons to enable deliver safe programmes at all offices.





## Essential Qualification & Experience

### Education/Training /Experience

- University degree in Nursing with 3 Years work experience (at least 1 in administration or coordinating or managing related activities). Or
- Diploma in Nursing with 5 years' experience (at least 1 in administration or coordinating or managing related activities).
- Background in HR or Administration or Logistics.
- Interest in Health and Wellbeing of staff.
- Relevant experience in primary healthcare or clinical management.
- Experiences in mental health, stress management, medical evacuation and transportation
- Experience in facilitation / information sharing.
- Proven ability to work independently and take the lead on tasks or projects.
- Experience in dealing with external agencies.
- Experience integrating new initiatives.
- Empathy and Experience in a staff-supporting role.
- Communication skills verbal and written in English.
- Good interpersonal skills.

### Essential

- Managing yourself
  - Influence, Advocacy and Networking
  - Communicating and working with others
  - Creativity and Innovation
  - Delivering Results
  - Planning and Decision making
  - Change management
- Computer skills

### ***Safeguarding at Concern: Code of Conduct and its Associated Policies***

Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the safeguarding and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including criminal background checking.



**How to apply:**

1. Interested candidates are requested to submit their Applications, Updated CVs of not more than 3 pages and a copy of their nationality ID and copies of educational certificates to: HR Department at Nyamlel field office not later than 3<sup>rd</sup> August 2021. *Due to the urgency of the role, we will review applications on daily basis and might offer the role before the application closing date.*
2. The position is strictly open to South Sudanese nationals only.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.
4. Please complete the summary profile form when submitting your application.

CONCERN WORLDWIDE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT CHARGE FOR ANY KIND OF RECRUITMENT. WOMEN ARE STRONGLY ENCOURAGED TO APPLY TO OUR ORGANIZATION.  
WE CELEBRATE DIVERSITY

