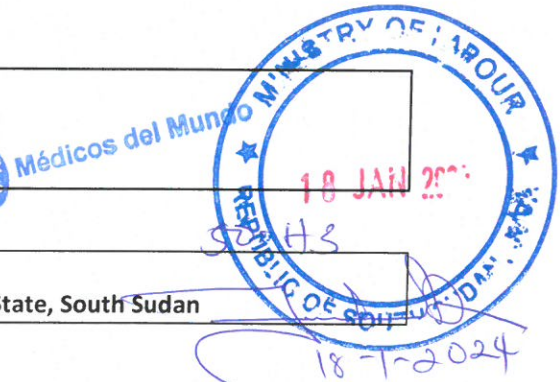




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POSITION NEEDED

Program Officer

Location: Bor, Bor South County (20%), Panyagor Twic East (80%) Jonglei State, South Sudan

JOB SUMMARY

Under direct supervision of the Health Coordinator, the Program Officer supports the implementation and development of Primary Health Care with MHPSS and GBV response intervention of MDM's health program in **Bor south, Twic East counties (any other new sites)** including supervision and capacity building of Health/MHPSS teams comprising MMU staff, counsellors and community mobilization volunteers

GEOGRAPHICAL SCOPE OF INTERVENTION

Based in Panyagor in Twic East County , with regular travel between Bor south, and Twic East counties of Jonglei state. May include other locations as the project expands

ORGANIZATION CHART

The successful candidate will be part of MDM's health team and hierarchically and functionally accountable to the Health Coordinator and indirectly to the Logistics Coordinator.

Functionally accountable for the medical, paramedical/MHPSS staff in both counties, including counsellors and the community mobilizers in Twic East.

Works In liaison with MHPSS manager and Logistic/Admin officer in Bor

MAIN OBJECTIVES

- The Program Officer supports the effective implementation of MdM health project including MHPSS and logistics and administrative operational activities through careful administration of the human, material and organisational resources required for guaranteeing the continuity and quality of health care in Twic East and Bor counties.
- Being the guarantee of quality, the Program Officer guides his/her team in the organisation and coherent set up implementation and monitoring of our activities in the project locations
- The Program Officer supports the effective implementation of MdM health including MHPS/GBV, logistics and administrative operational activities through careful administration of the human, material and organisational resources required for guaranteeing the continuity and quality of health care in Twic East and Bor counties.
- Being the guarantee of quality, the Program Officer guides his/her team in the organisation and coherent set up of implementation and monitoring of MdM activities in the project locations

FUNCTIONS

1. Program Implementation

Managing Health/MHPSS Activities



- In collaboration with the different departments (logistics, administration, etc.), guaranteeing the human and material resources required for the delivery of health care, taking into account the development of needs, including volunteers' network with local partner (CHD).
- Planning and joining the mobile medical teams to the outreach clinics to provide oversight and on-the-job training and ongoing support.
- Standardising health/MHPSS & GBV care practices and procedures within the different departments.
- Adapting health care procedures in accordance with medical developments and the specializations of care provided in the health facility/mobile units.
- Checking and ensuring that MOH/WHO standard protocols and international guidelines are followed by the health care personnel and MHPSS teams.
- Ensuring that Infection Prevention and Control measures are implemented and observed.
- Checking on the quality of global patient case management.
- Coordinating the implementation of adapted patient files (registration, follow up, archiving).
- Organising regular information sharing and capacity building sessions with the members of staff and other stakeholders.
- Encouraging daily continuous health education within the medical team.
- Providing training, either theoretical or on the job training, including post-training technical supervision/performance monitoring.
- Overseeing the work of the community (social) mobilizers/health promoters in the communities and ensuring quantity and high level of messaging and follow-up and community participation in project activities.
- Participating in community engagement activities and liaison with local health and civic administrative authorities to facilitate acceptance and ownership of the project and promote active participation and involvement
- Coordinate and ensure referral system in place to facilitate safe referral of critically ill patients including pregnant mothers, children, adults from the community to the health facilities or from lower to higher level of health facility. In collaboration with the CHD, he/she is responsible for developing the mechanism and coordinating patient referral by speed boat between Twic East and Bor State Hospital

Ongoing training/Capacity development

- Identify and organize program trainings based on the needs of his/her team with the project objectives in mind.
- Participating in on-the-job training of his/her team by accompanying individuals in their work.

Project Design and Reporting

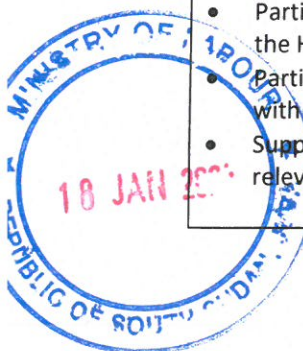
- Implement and ensure MdM strategy is followed from design and throughout the project cycle
- Actively participate in project design and generating data for new project development
- Participate in weekly/monthly report compilation, filing of Health, MHPSS activities including weekly EWARS and IDSR reporting according to MdM and MOH requirements and standards
- Participate in and support donor report writing
- Responsible for monitoring and sharing of field level (Twic East) security related reports with the Project Security focal point regarding any incidences that have direct impact on the project

2. Monitoring and evaluation of activity

- Conducting proper monitoring of his/her area of responsibility, including data collection and weekly report of activities.
- Participating in discussions on the running of the activity and definition of objectives, alongside with the Health Coordinator and MHPSS manager.
- Participate actively in the county level Health Cluster coordination forum and other partners' meetings with the actors which have relevance with the operations in the field.
- Supports coordination of and participate in rapid needs assessment, monitoring activities and surveys relevant to the project activities



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3. Logistics and Operational Support

Managing the materials and supplies

- With the staff and logistics team, identifying material needs (pharmaceuticals, equipment and consumable materials required for the functioning of the department and mobile medical clinics) and ensuring a consistent stock of the materials.
- Defining the procedures for and regularity of logistics and medical material supply for the different departments.
- Checking on correct usage of material and medicines and management of the pharmacy.
- Monitoring consumption of medicines and medical consumables and ensure regular inventory taking, stock monitoring and up-to-date reporting on medicines and medical supplies.
- Informing immediately malfunctioning of any equipment for its maintenance or replacement in order to avoid impact on the quality
- Ensuring proper logistics management procedures followed for warehousing, procurement, transportation and other support at field level

4. Human resources management/finance

Managing the team

- Organising and supervising the work of his/her team members (MMU teams, counsellors and Community mobilizers) in collaboration with the CHD.
- Organising the work schedules and roster and providing administrative support (including attendance, timesheet etc) for the MMU teams and community mobilizers
- Organising the circulation and sharing of information within his/her team.
- Carrying out systematic individual performance reviews and evaluation of staff under his/her line of management
- In collaboration with Health Coordinator and Admin Coordinator, support recruitment and deployment of MMU teams, community mobilizers and counsellors
- Encouraging as much cooperation as possible between the different departments in order to ensure respect for the work of all personnel

Others:

- Responsible for communication between Twic East and Bor/Juba offices
- Represent MDM in meetings, workshops and other forum in Twic East
- Undertake any other tasks assigned by supervisor

This list is not exhaustive. The Project Officer is expected to support the Health Coordinator and Logistics Coordinator/Admin Coordination in other tasks as requested



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REQUIRED QUALIFICATIONS

Academic background: Mandatory – Medical qualification Degree/Diploma (preferably in Clinical Medicine or Public Health) with minimum required experience of 2 years in similar position.

Desirable: Studies in Mental Health, Gender, social sciences and/or Humanitarian Action.

REQUIREMENTS

Language requirements: High level of spoken and written English. Knowledge of local language (eg Dinka and Arabic)desirable

Computer requirements: Proficiency in computer use; Advanced excel, Microsoft Office pack, Internet applications, and emails.

EXPERIENCE

The applicant must have.

At least 2 years' experience working in similar positions/as Project/Program Officer with INGOs

Experience in program management, team management, conflict resolution and mentoring for at least 3 years.

Experience in MHPSS/GBV intervention and Pharmacy management is an asset



Experience with staff management: leadership, coaching and capacity development
Experience with field logistics and administrative support
Experience in epidemiological statistics, data collection and analysis is an asset
Ability to adapt to transcultural communities and remote areas.

COMPETENCE PROFILE

- Ability to work in a challenging and rapidly changing/remote environment
- Ability to classify and manage priorities to meet deadlines.
- Strong communication and interpersonal skills.
- Be organized, dynamic and self-driven
- Punctuality and responsibility
- Integrity and respect for co-workers and others
- Respect for confidentiality within the program
- Stress management skills
- Ability to work under minimal supervision
- Good organisational and Facilitation skills
- Proficiency in English, Dinka, local Arabic/other local languages is an asset

AVAILABILITY

Incorporation date: Immediately
Availability for: 1Year (possibility of extension) depending on the program needs and funding availability.

HOW TO APPLY:

Application and CV and cover letter/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: hr.ss@medicosdelmundo.org.

Hand delivery to

Bor South County: Jonglei State Women Association (JSWA) offices, located within DDR compound, Pakwau, opposite Bor Airport.

Twic East County: County Health Department offices



Applications deadline is **Tuesday 6th February, 2024 @4:00pm**

Médicos del Mundo promotes equal opportunities for all people. We establish positive action measures for those who, due to functional diversity or social and / or cultural exclusion, belong to under-represented groups in the positions offered.

As a result, no candidate with a valid profile will be rejected because of a functional diversity or for being culturally or socially excluded for reasons of birth, ethnicity, race, sex, gender or any other personal, social or cultural condition

Due to urgency of this position, MdM have right to review applicants and hire a qualified person prior closing date of this advert.

