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Approved by
Labour Inspector
[Signature]
17/9/2020

CARE South Sudan

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services and improving governance.

Position:	Clinical Officer x 6
Department:	Program
Location:	Akobo
Reports to:	Emergency Response Manager

MAIN PURPOSE OF THE JOB

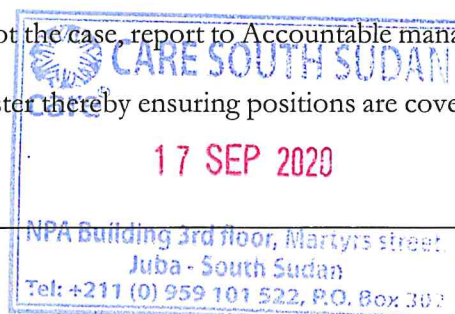
The Clinical Officer is responsible for the provision of the Primary Health Care services at the Mobile sites. He/she perform clinical case management for patients visiting the mobile sites. He/she will ensure patients arriving at the mobile sites are checked for main medical conditions including: history taking; clinical examination; diagnosis; and treatment. He/ She will also ensure cleanliness of the mobile sites making sure that the mobile clinic is suitable for delivering health care activities; and ensuring proper disposal mechanism for clinical and general waste.

SPECIFIC RESPONSIBILITIES:

1. Overall management of Primary Health Care (PHC) services offered at the centre

He/ she Will work with other senior management at the PHCC+ to ensure Primary Health Care services offered at the center are of quality and meet both national protocols guidelines and international approved WHO standards; and that systems are in place to ensure the mobile sites is managed by staff at all times:

- Working with senior mobile management team in ensuring that the following are managed accordingly and effort is made to combat complications for:
 - Child delivery
 - ante-post-natal care
- Seeing to it that services offered to patients visiting the Out-Patient Department are of quality and meet national protocol guidelines and international approved WHO standards
- Supporting laboratory staff in ensuring that services offered in labs meet clinical standards and attention is paid to details for test performed on site
- Providing support to health education team thereby ensuring that health messages conform to approved standard practices and does not demean communities
- Ensuring that duty staff are available 24/7 and where that is not the case, report to Accountable manager and request for replacement staff
Supporting the administrative unit in planning staff leave roster thereby ensuring positions are covered at all times.



2. Supporting clinical case management

- To ensure that patients visiting the center are seen and their medical condition checked to determine their state of health and treatment required. Including but not limited to:
- ✓ Making sure the following activities are done for patients visiting the centre:
 - medical history taken
 - Clinical examination and investigations
 - Diagnosis and treatment activities carried out
- ✓ Ensuring that the necessary approved forms are used for collecting information and data; collated and analysed; and shared with appropriate individual(s) and stored accordingly
- ✓ Patients get to see the right medical staff for clinical examination and investigations thereby making it possible for physicians to make the necessary diagnosis and prescribe the best treatment for patients wellbeing
- ✓ Making sure patients are aware and are in the known of processes they will have to go through during their visit to the health centre and the specific support provision identified for them.
- ✓ Keeping record of all PHC activities at the center and producing monthly reports using appropriate and approved data entry forms.

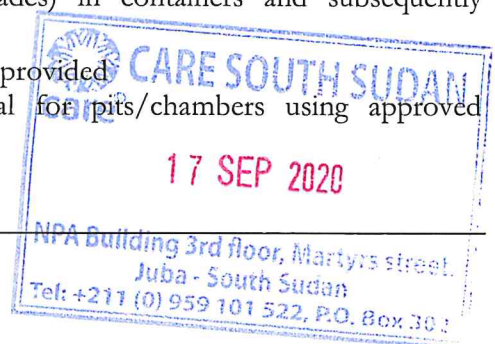
3. Supporting Community Outreach Health Messaging and Community Health Promoters (CHPs)

- To ensure that Community Health Promoters doing outreach health promotion receive the support and necessary training that will enable them do their work effectively.
- Supporting other Accountable managers and appropriate community structures and the County Health department identify individuals with the right attitude for community health promotion and engagement activities
- Supporting training opportunities for Community Health Promoters and where requested, provide training
- Working as a member of the health messaging development team and making sure messaging meets both national protocols guideline and international WHO standards Monitoring activities conducted by CHPs at the PHCC and community making sure effective dissemination of health care messaging is done as prescribed by national protocols guideline and international WHO standards.

4. Drugs and waste management

To see to it that drugs, vaccines and other consumables supplied to/used at the center and communities are valid in terms of dates and used in rotation using those with much earlier expiring dates first; making sure waste product are disposed of in a way that does not pose health or environmental risk to the mobile sites, staff and the community at large. Including but not limited to:

- Working with Accountable managers to ensure the center is supplied with valid drugs in timely manner and seeing to it that nurses are supplied with the drugs they requested for thereby making it possible to dispense to patients accordingly
 - Ensuring that drugs supplied to center are valid and used taking into consideration expiring dates timelines
 - Supervising proper record keeping for drugs, EPI and all other delivery
 - Establishing drug consumption/usage report and computing wastage factor for all quantity received per period
 - Supervising and ensuring proper disposal of center waste including syringes, blood swaps, gloves, used needles; disposing of sharp items (used needles and blades) in containers and subsequently destroying/burying containers in pit latrines provided
 - Ensuring dry waste is burnt on a daily basis in the incinerator provided
- Appropriately establishing/managing clinical waste disposal for pits/chambers using approved methods.



5. Staff capacity building and management

To work and liaise with the Facility Medical Officer in charge, Area Manager a for health staff recruitment, development and retention; support health care staff and promote staff wellness and capacity building activities that enhances staff satisfaction, wellness and development

- Ensuring that each member of the team fully understands the outcomes that are expected of them and that they are aware of best practice in Health program implementation, quality, and learning
- Ensuring that work is planned and organised in a way that meet the needs of patients and partners in the most cost effective manner possible; ensuring that team members are given appropriate workloads and are working efficiently
- Supporting team members to enable them to give off their best e.g. by encouraging and praising good performance, coaching, assisting staff to prevent or resolve problems, and ensuring they are provided with appropriate resources, tools and equipment

Monitoring and reviewing performance and, in particular, conducting periodic appraisals, holding staff accountable for meeting success criteria and delivering any improvement goals which have been identified; taking decisive action in the case of poor performance.

6. Representation, liaison and coordination

To liaise with both State medical outlets and other health services provider to help promote good health to the people living in the communities; supporting Medical Office In-Charge and Area manager for organizing Projects/Program visits ensuring that all the necessary arrangements are in place for such visit; from time-to-time as requested by Supervisor, representing CARE in technical meetings. Including but not limited to:

- As directed by Area Manager /Medical Officer In-Charge, representing CARE in relevant technical working groups; local authorities and administration, and other agencies operation in the area
- Attending as required general and program meetings organised by CARE Office at the location Keeping up to date with standards of professionalism and CARE's expectations concerning personal behaviour and values and at all times acting accordingly.

Minimum Qualification required:

- **Experience:** Three years working experience
- **Education:** A Diploma in Clinical Medicine from a recognised institution.
- **Preferred:** BA in Nursing or related to medical degree from a recognised institution with 2 years work experience
- **Technical Skills & Abilities:**
 - Interpersonal skills and the ability to work in team environment
 - Being able to consistently follow standards operating procedures and protocols
 - Being proactive and able to work under time constraints
 - Strong analytical skills
 - Proficient use in Microsoft Office and Internet
 - Communication skills (Oral and written English; fluency in local language of the area)

HOW TO APPLY

The position will be based in Akobo. This position is ONLY open to South Sudanese Nationals.

Opening Date **17th September 2020** and Closing date for receiving application will be **6th October 2020**.

Applications and CVs should be delivered to: jobs.southsudan@care.org or Hand delivery to: CARE Main Office located within NPA Building or CARE field Office in Akobo.

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

