



Date: 25th August 2025

NON-RELOCATABLE JOB ADVERTISEMENT: Health & Nutrition Officer (I) Warrap

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| Position: | Health & Nutrition Officer |
| Base Location: | Warrap with frequent field visits |
| Project: | <i>"Support for Resilient and Sustainable Health Systems in Tonj North County of Warrap State, South Sudan" (SURS)</i> |
| Reporting To: | Project Manager |
| Matrix-Line Manager: | Health Coordinator |
| Line Management Responsibilities: Clinical Officer, Midwife, Nurse, Drug Dispenser, Vaccinator | |
| <p>Islamic Relief Worldwide, established in the UK in 1984, is an international NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities. We aim to help the needy regardless of race religion or gender and implement our work in the thematic areas of (1) Water, Sanitation and Hygiene (2) Food Security and Livelihood (3) Health and Nutrition (4) Protection and Inclusive Resilience for the conflict, drought and flood vulnerable people including the IDPs, Returnees as well as Host Communities. Islamic Relief has been working with communities in South Sudan since 2004 and currently seeks to recruit a dynamic and self-motivated individual for the position of Health & Nutrition Officer to be based in Warrap Field Office but with 50% of his/her time spent in the field sites in Tonj North.</p> | |
| <p>Role Purpose:</p> <p>The Health & Nutrition Officer is responsible for supporting all health and nutrition activities within Tonj North County, Warrap State. In addition to the specific duties outlined below, the Health & Nutrition Officer will be responsible for providing technical support and supervision to the health team; contributing to reporting and data collection; initiating leading monitoring visits to supported facilities; and providing technical input, writing and budgetary input for new program design. The Health & Nutrition Officer will support multiple health and nutrition activities and will be responsible for monitoring the implementation of activities. The post holder will ensure project implementation, planning, coordination, supervision, capacity building of health facility-based staff and active monitoring to provide effective health/nutrition services to the population according to national practice guidelines. The primary function of this role is the implementation and day-to-day management of the health and nutrition components of the SURS Project. In meeting this responsibility, the Health Officer is also accountable for the monitoring of the project's health and nutrition inputs and outputs, and ensuring targets are achieved. S/he undertakes appropriate measures to strengthen the health system to offer quality primary and reproductive health care: this includes assessing the physical structure of PHC facilities where applicable, mobile team and taking appropriate steps. The Health and Nutrition Officer is responsible for leading, coordinating, and implementing SURS Project health and nutrition interventions. This role ensures effective planning, delivery, monitoring, and evaluation of program activities, while aligning with national standards and international protocols. Working closely with government staff, local stakeholders, and partners, the officer strengthens coordination and integration of services. He/she will conduct regular field visits to assess service quality, provide technical support, and address capacity gaps through training and mentorship of health workers and community volunteers.</p> | |



MAIN OFFICE
 IR.SS. Along Unity Road
 Plot No.54, Block B-xvi
 Hai. Cinema, P.O Box 353
 Juba South Sudan
 Tel: 0922680304

WAU OFFICE
 Hai Darajat
 Tel: 0916287894
 0929732333

WARRAP OFFICE
 Along the Warrap - Akop Road
 Tel: 0920522368

KAPOETA
 Narus Compound
 Diocese of Torit
 Tel:0925609594



Website: www.islamic-relief.org
 HRC Reg No.051

KEY WORKING RELATIONSHIPS

The post holder has regular contact with the project manager and field staff, & health facilities staff, patients, and other Project Officers and programme staffs.

SCOPE AND AUTHORITY

Scope of the Role:

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic Relief values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and beneficiaries. He/She is expected to uphold the Programme policies focused on Health and Nutrition and follow compliance of core humanitarian standard and IRW compliance in the whole project management cycle (PCM) proactively. The post holder will be required to work closely with the project manager including other project staff as relevant.

Responsibility for Resources:

The Health and Nutrition Officer is accountable for maintenance, ensuring proper use of medical equipment, drugs, nutrition supplies, vaccine, and any other related pharmaceuticals supplies.

KEY ACCOUNTABILITIES

Key Accountability I: Health and Nutrition Program Support/Clinical Services and Patient Care

- Work closely with the Health & Nutrition staff to achieve programme objectives and targets effectively and efficiently.
- Facilitate coordination meetings, advocacy meetings and awareness raising sessions at the community level, together with community health promoters.
- Participate in conducting situational analysis and other M&E activities as necessary under the guidance of the Project Manager.
- Collect and compile project data regularly to submit to the Project Manager, including case studies, success stories and photographs of facilities.
- Supervise provision of clinical care to patients in all IR supported health facilities ensuring that quality clinical care is provided.
- Manage all components and packages of medical services based on the South Sudan treatment guidelines.
- Supervise and monitor clinical officers, midwives and nurses, including their clinical competence, support and provide guidance as necessary.
- Review clinical staff performance regarding adherence to guidelines and protocols to ensure quality of health care.
- Maintain highest standards of infection prevention and waste disposal and ensure staff adherence to the same.
- Ensure proper integration of appropriate clinical packages activities (treatment, EPI, maternal health, health education, WASH, etc.) at all health facilities.
- Review and analyse weekly and HMIS/NIS monthly reports.
- Provide technical support to the locality and health facility staff including mapping, determine targets for each catchment area of supported health facilities, analysing data and generating graphs.



- Follow up on complicated medical cases which cannot be managed at that health facility level.
- Provide inputs for donor requirements for data collection and reporting for health and nutrition activities.
- Ensure program targets are met using indicator / activity tracking table.
- Ensure the quality of data through proper entry, cleaning and regular checking and use the data for action on the site.
- Ensure diagnosis and treatment of patients is based on standard procedures (national and international guidelines).
- Ensure the community-based activities such as EPI, nutrition screening, health education and defaulter tracing are done properly.
- Actively participate in the identification and management of any disaster or epidemics.
- Prepare weekly, monthly and annual work plans for grants
- Attend external meetings if/when assigned to represent Islamic Relief.

Key Accountability 2: Capacity Building and Training

- Build the capacity of staffs through proper coaching and training.
- Improve the quality of primary health care (PHC) services delivered at supported facilities throughout the county through priority setting, on-job training, and continuous monitoring
- Assess clinical staff competence and recommend or implement capacity building activity including in-service training or formal training. Ensure key health staff are available in each supported health facility and offer them training whenever needed.
- Participate in supportive technical supervision.
- Plan and implement health project trainings.
- Promote flow of communication between IR office and health facilities staff.

Key Accountability 3: Stock Management of Supplies

- Help with activity verification and monitoring (stock and program quality) at supported facilities to ensure smooth, high-quality program implementation
- Provide regular updates on inventory of medical and non-medical items supported by the project (information / data collected through monitoring visits)
- Work with the team to analyse weekly & monthly consumption of medications and supplies.
- Strengthen stock management system for medications, equipment and other medical supplies including monitoring of tracer drugs and maintaining buffer stocks.
- Ensure there are no stock outs of essential drugs and supplies at the facilities at different sites.
- Ensure basic medical equipment and treatment protocols are available in each supported health facility.
- Ensure availability of medical supplies at facility level including drugs, consumables, vaccines and lab reagents.
- Review drug dispenses and ensures they are aligned with morbidities.
- Monitor rationale usage of medical equipment and supplies across health facilities.
- Monitor and audit stock regularly.
- Maintenance of drugs and stock management in line with IR policies and MOH guidelines.
- Assist in preparation of equipment, drugs and medical consumables requisition; that includes selection, acquisition and maintenance.



Key Accountability 4: Coordination

- Actively participate in external coordination mechanisms at the County and State levels to enhance collaboration and alignment with stakeholders.
- Develop and maintain a strong network of contacts at the base level, including INGOs, NNGOs, government agencies, and technical/scientific partners, to facilitate smooth project implementation.
- Provide regular updates on Islamic Relief health and nutrition activities during external coordination meetings.
- Offer technical input aligned with Islamic Relief guidelines, positioning papers, and strategic priorities during coordination forums and technical working groups.
- Liaise with international and local partners to coordinate and align health and nutrition activities.
- Lead and support the health and nutrition team during external field visits by partners and donors, including representing Islamic Relief and preparing briefing materials.
- Share detailed meeting minutes and summaries of action points from coordination meetings.
- Ensure timely and accurate submission of Nutrition and Health Clusters reports at sub-national levels.

Key Accountability 5: Leadership, Rules and Regulations

- The post holder shall take lead of clinical service delivery for all IR supported health facilities in South Sudan.
- Participate in assessment, planning, implementing, reporting, Monitoring and evaluation of health and nutrition projects and sub-projects.
- Identify and maintain regular contact with relevant interlocutors in the community, health facility, CHD, SMOH and other NGOs operating in the area.
- Respect the internal rules of IR and comply with country health sector regulations and guidelines.
- Lead IR representation in health coordination forums (MOH, Clusters) and/or any other missions, campaigns, IRRM, etc.
- Ensure availability of required data collection tools at health facility level.
- Ensure surveillance reports are completed and timely shared with SMoH and copies are kept at health facility level.
- Collect and review monthly morbidity and drug consumption reports.
- Conduct regularly cross check for reports and registration books to ensure alignment of data at all levels.
- Ensure data collection books and formats are complete filled and copies are kept safely at health facility.
- To ensure that the IEC material are in place and clearly displayed and up to date.
- Any other additional responsibilities as assigned to by the supervisor.

MINIMUM REQUIRED KNOWLEDGE AND EXPERIENCE**QUALIFICATIONS**

- Medical doctor with MBBS from a recognized institution or other relevant health profession with at least 3 years' experience of clinical practice including working in primary health care programming in South Sudan.



SKILLS

- Strong background in clinical medicine, primary health care and ministry of health treatment Guidelines.
- Competent written and spoken English, Arabic as an added advantage.
- Good record keeping and accurate reporting skills.
- Computer skills & familiarity with Microsoft word, excel, outlook is essential.
- Able to learn and commit to Islamic Relief Worldwide values and code of conduct.

ATTITUDES

- Understanding of country cultural diversity and respect to others.
- Good interpersonal and communication skills.
- Proactive and takes initiative.
- Presentable, outgoing with a pleasant character.

DESIRABLE

- **Ability to move freely and frequently to the field in Wau and Warrap.**
- Previous experience working with international humanitarian organization.
- Familiarity with the Millennium Development Goals, Sphere Standards, Do No harm policy, Red-Cross/Red-Crescent Code of Conduct, Humanitarian Accountability etc.

Professional Standard.

- The IRW and IRW workers must adhere to the values and principles outline in IRW-standards for professional conduct. These are integrity, Services, and Accountability. In accordance with these values, the IRW operates and enforces policies on beneficiary of GBV from Exploitation and Abuse, Child Safeguarding, Anti-workplace Harassment, Fiscal Integrity.
- Gender equality: IRW is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including persons living with disabilities.
- Equal opportunity Employer: IRW is an Equal Opportunity Employer. IRW considers all application on the basis of merit without regards to race, sex, colour, national origin, religion, sexual orientation, age, marital status, disability or any other characteristic by applicable law.
- This position is for South Sudanese National only with the mentioned qualification.

How to apply

Interested candidates should submit their applications letter briefly describing a motivation for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies of certified certificates to official email address: IRSS.recruitment@islamic-relief.com.ss or to IRSS

Warrap office not later than 12th September 2025 at 4:00 PM

Only shortlisted candidates will be contacted.

- Due to the urgency of these roles, Islamic Relief reserves the right to shortlist applications prior to the closing date.

Female candidates are strongly encouraged to join our work culture that empowers every employee to share ideas and take responsibility. At IRW, we think outside the box. We encourage ideas and give responsibility to all employees at all levels, to help solve the complex issues that we face. You will have many opportunities to be heard and take the initiative

