IMA WORLD HEALTH

VACANCY ADVERTISEMENT

POSITION DESCRIPTION

POSITION TITLE:	Outreach Assistant – (Non relocatable) 1 Position
PROJECT:	South Sudan Humanitarian Fund (SSHF) Health Project
LOCATION:	Supporting Kapoeta South and North Counties
DEPARTMENT:	Program
REPORTS TO:	**Health Officer**

Organizational background

Interchurch Medical Assistance, Inc. (d/b/a IMA World Health) is a nonprofit organization dedicated to implementing health care programs in developing countries. Highly motivated and dedicated employees, committed to the mission, vision, goals and objectives of IMA World Health (IMA), make the accomplishment of its mission possible. Accordingly, IMA recognizes that its employees are responsible for its accomplishments and provide the foundation for continued future service to those in need. IMA is a donor-funded organization; therefore, terms and conditions of employment are subject to available project/program funding. An awareness of IMA's purpose and goals will enable employees to benefit from their employment, share a common purpose, and more effectively meet their work responsibilities.

Position Description

The Outreach Assistant health Officer will support the implementation of community-based health and nutrition activities under the South Sudan Humanitarian Fund (SSHF) Health Project in Kapoeta North and South Counties. Working under the direct supervision of the Health Officer, the Outreach Assistant Officer will facilitate community mobilization, health promotion, disease prevention activities, nutrition screening, immunization outreach support, referrals, and community engagement initiatives.

The position will serve as a key link between health facilities, mobile outreach clinics, community health workers, local leaders, and beneficiaries to improve access to essential primary health care services for vulnerable populations. The role requires frequent field movement to villages, outreach sites, and health facilities throughout Kapoeta North and South Counties.

Responsibilities

Community Outreach and Mobilization

- Mobilize communities to access health and nutrition services provided through fixed facilities and mobile outreach clinics

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- Conduct community sensitization and awareness sessions on maternal and child health, immunization, nutrition, hygiene promotion, disease prevention, and health-seeking behaviours.
- Work closely with community leaders, women's groups, youth groups, religious leaders, and community volunteers to increase utilization of services.
- Support community engagement activities during integrated health and nutrition outreach sessions.
- Promote community participation in health campaigns and public health interventions.

Health and Nutrition Service Support

- Support integrated community screening for acute malnutrition among children under five years and pregnant and lactating women.
- Assist with registration, crowd control, beneficiary flow management, and documentation during outreach activities.
- Support referrals of sick children, pregnant women, malnourished individuals, and emergency cases to appropriate health facilities.
- Assist health workers during outreach sessions, immunization campaigns, and health education events.
- Support follow-up of referred cases at community level when required.

Disease Surveillance and Community Reporting

- Support community-based disease surveillance and early warning systems.
- Report suspected disease outbreaks, unusual health events, deaths, and public health concerns to the Health Officer immediately.
- Participate in community health assessments and data collection activities.
- Support dissemination of public health alerts and risk communication messages.

Monitoring, Evaluation, Accountability and Learning (MEAL)

- Collect and compile outreach activity data using approved reporting tools.
- Support accurate registration of beneficiaries and maintenance of attendance records.
- Assist in tracking community feedback, complaints, and suggestions.
- Participate in routine monitoring visits and assessments.
- Ensure timely submission of community outreach reports to the Health Officer.

Coordination and Relationship Building

- Maintain positive relationships with community leaders, health committees, community health workers, and local authorities.
- Participate in community meetings and stakeholder engagements as directed by the Health Officer.
- Coordinate community mobilization efforts with health facility staff and outreach teams.
- Support implementation of integrated activities with nutrition, WASH, protection, and other project sectors.

Capacity Building and Support to Community Structures

- Support training and mentoring of community health workers and community volunteers.
- Assist in dissemination of health education materials and behavior change communication messages.
- Strengthen community awareness on available health services and referral mechanisms.
- Encourage community ownership and participation in health interventions.

Safeguarding and Compliance

- Promote and uphold safeguarding, protection, accountability, and Prevention of Sexual Exploitation and Abuse (PSEA) principles.
- Ensure confidentiality and respect for beneficiaries at all times.
- Comply with organizational policies, security procedures, and code of conduct requirements.
- Report any safeguarding concerns immediately through established reporting channels.

Supervisory:

- This position reports to health manager

Education & Experience:

- Diploma in Public Health, Community Health, Nursing, Clinical Medicine, Nutrition, or a related field.
- Certificate holders with substantial relevant community health experience may be considered.
- Minimum of two (2) years' experience in humanitarian, health, nutrition, or community outreach programs.
- Experience working with community structures, health facilities, and local authorities.
- Experience supporting health promotion, community mobilization, immunization campaigns, or nutrition activities.
- Knowledge of basic health, nutrition, hygiene promotion, and referral systems.
- Ability to collect and report community-level data accurately.
- Good communication and interpersonal skills.





- Ability to work independently in remote and challenging environments.
- Fluency in spoken and written English.
- Knowledge of local languages spoken in Kapoeta South and North is highly desirable.
- Motorcycle riding skills will be an added advantage.
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Knowledge, Skills and Abilities:

- Knowledge of international development, including humanitarian standards and best practices, economic development/livelihoods, and health.
- Ability to communicate effectively and credibly, both verbally and in writing.
- Proficiency in Office 365 applications including Word, Excel, SharePoint, and PowerPoint.
- Ability to work effectively both independently and as part of a team.
- Ability to implement and manage project and collaborate across multiple teams.

Physical and Mental Requirements:

- The physical requirements that may be needed to execute responsibilities may include bending, standing, and walking, etc.
- The mental requirements that are essential to satisfactorily executing the responsibilities outlined in this job description include, but are not limited to: learning new tasks, comprehending, and retaining information, completing tasks independently, effectively communicating verbally and in writing, demonstrating proficiency in using computer software to perform assigned tasks.

Other Duties:

Perform any other duties assigned by the Health Manager or senior management that are consistent with the nature of the position and contribute to the achievement of project objectives.

Working Conditions, Travel and Environment:

- IMA, has a in-person work policy, "with all employees reporting to the office Monday through Friday"; 5 days/ 40 hours a week minimum in the office is required. The employee must be available to work outside normal office hours or on the weekends as required.
- This position must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in different locations, the employee may be exposed to precarious settings under high-security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.
- If applicable, must have authorization to work in the country of assignment.

As a member of the Corus Family, each employee is expected to:

- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values.

APPLICATION INSTRUCTIONS:

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least three professional references from previous employers to the Human Resource Office IMA World Health through e-mail jubahr@imaworldhealth.org, or applicants may submit their applications by hand to the CHD Office in Kapoeta South County.

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. Deadline for submission is **Thursday November 19, 2026, by 5 pm South Sudan Local time.**

Application documents once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. IMA World Health will not be held responsible for the loss of such documents.

IMA World Health prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by US or International law.

Open to South Sudanese nationals only

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