



Christian Mission for Development

Transforming lives, building communities

Date: 31/01/2025

VACANCY ANNOUNCEMENT- THEMATIC MANAGER (HEALTH)

1. INDIVIDUAL PARTICULARS

Job Title	Thematic Manager - Health
Reports to	Head of Programs
Department	Program
Direct Reports	• Health Officers
Matrix Reports	• Field Coordinators
Location	Head Office
Job Grade	G-4

2. MAIN PURPOSE OF THE JOB

The position is responsible for leading the implementation of CMD's Health Program; provides technical support in the development, implementation, management, administration, monitoring, assessment and evaluation. It is also responsible for documentation, sharing of experiences and lessons that enhance programme service delivery to partners and target groups.

3. DUTIES AND RESPONSIBILITIES

R1. Programme Management

- T.1 Lead in the resources mobilization, design, planning and implementation of strategies, agendas and campaigns at CMD to support health programmes initiatives and activities.
- T.2 Liaise with field officers and undertake specific needs assessment for health & multi-sectoral programs.
- T.3 Support the development and implementation of budgets, and ensure monitoring and controls, for the sector.





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- T.4 Develop and implement mechanisms for continuous monitoring of policy developments in South Sudan.
- T.5 Participate in resource mobilization efforts to identify opportunities and support concept papers and proposal development initiatives.
- T.6 Facilitate the production of quality, accurate and timely programme reports and documents as per agreements, requirements and schedules/work-plans.

R2. Support to Advocacy

- T.1 Facilitate research and study on specific health issues affecting the lives of communities.
- T.2 Prepare and disseminate information on outcomes of programs and other relevant results to partners to promote evidence-based programming.
- T.3 Draft talking points, speeches and statements on the organization's position on issues that relate to its areas of focus and interventions.

R3. Training and Capacity Building

- T.1 Liaise with the staff with specialized capacity to facilitate production of resource materials for training, continuous education and other capacity building strategies.
- T.2 Facilitate the provision of technical support to the Ministry of Health at the local levels in identified areas that require strengthening and improvement.
- T.3 Facilitate identified specific training programs of health workers and other volunteer staff.

R4. Relationship Management, Networking and Collaboration

- T.1 Facilitate the networking and collaboration on health-related issues affecting society.
- T.2 Represent CMD in meetings, forums, symposia, seminars and conferences that are related to CMD's work
- T.3 Develop strategic links and collaboration with other local, national and international organizations to deliver common goals relating to campaigns in areas of common interest in the health sector.
- T.4 Maintain good public relations, networking and collaboration with other like-minded organizations.





R5. Quality Assurance and Learning

- T.1 Facilitate mechanisms for determining the quality and impact of CMD's Health Programme & initiatives internally and externally.
- T.2 Document and use experiences and lessons to enhance program work and promote learning both internally and externally.
- T.3 Coordinate monitoring activities, baseline surveys, research, studies, external assessments and evaluations and use findings to improve program management.

R6. Management of Staff

- T.1 Responsible for supervision and management of staff in the unit.
- T.2 Provide leadership, management, supervision, mentoring and capacity building to staff.
- T.3 Maintain an effective, committed, and motivated program team and ensure that staff issues are addressed in a timely manner.
- T.4 Ensure effective supervision of staff, and timely handling of grievance and disciplinary issues.
- T.5 Undertake periodic performance evaluation of programme staff.

R7. Additional Tasks

- T.1 Perform gap-filling role in the Head Office and other locations, when necessary. At the request of Head of Programs and Executive Director and as part of learning, take responsibility for miscellaneous projects not falling under responsibilities underlined in this job description.
- T.2 CMD is committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and the CMD Team is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization.





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4. JOB SPECIFICATION AND OTHER INFORMATION RELATED TO THE JOB

(Indicate the minimum qualification and experience required for performance of the job, not those of the current or previous jobholder)

(a) Level of Education/Academic Qualification

- Bachelor's degree in medicine / public health
- A master's degree will be an added advantage.

(b) Other Competencies/Abilities/Skills Required

- Excellent leadership and management skills.
- Working experience in the health sector.
- Proven ability to coordinate and manage staff and programme activities.
- Ability to work creatively in both the office and in the field.
- Excellent interpersonal skills and demonstrable track record of teamwork.
- Training and capacity building skills.
- Planning and organizational skills.
- Strong report and proposal writing skills.
- Skills in resource mobilization.
- Excellent analytical, communication and writing skills.
- Excellent IT skills (Microsoft Excel and Word essential).
- Ability to multitask

(c) Relevant Job Experience

- Three years post-qualification experience in health sector in fragile context.
- Experience in partnership building, capacity building and networking.
- Fluency in English language





5. CONTACTS ARISING FROM THE JOB

(List contacts which exert significant influence on the work of the jobholder)

Within the Organization	Outside the Organization
<ul style="list-style-type: none">• Head of Programs• Program Staff• Field Officers	<ul style="list-style-type: none">• Partners• Donors• Associates

6. AUTHORITY/DECISION MAKING

The position involves making recommendations on policies to the Program Team on health-related issues for their consideration and approval. The position also involves making decisions on issues related to the program area within obtaining policies, procedures and practices of the organization.

7. SPECIAL WORKING CONDITIONS

This position involves extensive field travel.

8. PERFORMANCE MEASURES AND INDICATORS

Output	Timeline/Reference
Support the development of strategic, management, operations and program plans	Duties performed as per set schedules and plans
Facilitate the implementation of annual management, operations and program plans work plans	Review reports on successful implementation of plans
Development and Submission of Budgets	Quarterly and annually
Timely reports to the management team	Monthly, Quarterly and Annually
Submission of programme/ project reports to donors/ funding agencies.	Quarterly and annually
Implementation of program and project designs, monitoring and evaluation protocols and procedures.	Number of program and project designs implemented.
Unit Assets Inventory	Auditor's report
Secure, safe and healthy working environment	Auditors report
Program Intervention Indicators	Continuous Monitoring and Evaluation reports and





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	schedules
Resource Mobilization Strategies	No. of Funded Proposals and level of resources mobilized.
Highly productive unit	Duly filled Performance Appraisal forms, Development and Training schedule of the department staff.

9. Safeguarding:

The Christian Mission for Development (CMD) is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with. The post holder will also be responsible for:

1. Preventing harm and abuse from our people, operations and programmes to anyone that encounters our work.
2. Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism.
3. Complying with all safeguarding framework policies and practices.
4. Completing mandatory training courses relating to our safeguarding practice.

HOW TO APPLY

1. Interested Candidates are requested to submit their Applications, Updated CVs and a scanned copy of their nationality ID/passport to: **HR Department, CMD South Sudan OR email them to recruitments@cmd.org, jubaoffice@cmdsouthsudan.org, pc@cmd.org and info@cmd.org NOT later than Wednesday 19th February 2025.**
2. Applications in hard copies must be bound in one document and sent to the following address: **Christian Mission for Development (CMD)**. Juba, South Sudan. Tongping Area, Juba Na-Bari, and Plot No. 157 Block No. III, 3rd Class Residential Area, Near Catholic University of South Sudan, Juba-South Sudan.
3. Only shortlisted candidates will be contacted, and applications submitted will not be returned.

