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Approved by
Supervisor
MoL
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SHIMAHR
CONSULTANTS
Your Human Capital Solutions Partner

HEALTH POOLED FUND

Job Title: Project Support Officer
Location: Aweil, South Sudan
Start date: September 2022

1. Who we are?

ShimaHr consultants is a Human Resource Consulting and Outsourcing Company that is currently managing the Human resource component of crown agents under the Health Pooled Fund3 (HPF) program.

The Health Pooled Fund began its third phase (HPF3) in October 2018 and is supported to run until 2023 by the Foreign, Commonwealth & Development Office (FCDO), the Government of Canada, the Swedish International Development and Cooperation Agency (SIDA), United States Agency for International Development (USAID), Gavi – The Vaccine Alliance and the EU.

HPF3 merges two previous health programmes - Health Pooled Fund 2 (HPF2), which provides healthcare at health facility level, and the Integrated Community Case Management 2 (ICCM2) programme, which provides healthcare to children under-five within more remote communities. HPF3 supports delivery of community level, essential primary health care, secondary health care and referral health services, stabilization of local health systems, and procurement and supply chain management of essential medical commodities.

HPF supports services in eight states of South Sudan known as: Eastern Equatoria, Central Equatoria, Western Equatoria, Northern Bahr el Ghazal, Western Bahr el Ghazal, Warrap, Unity and Lakes.

The programme impact will be an improved health and nutrition status for the population that saves lives and reduces morbidity (including maternal, infant and under-5 mortality), and has the following principal outputs:

- Output 1:** Enhanced delivery of integrated health services through a network of health facilities.
- Output 2:** Expanded Community health services for the prevention and treatment of common conditions based upon the Boma Health Initiative Guidelines.
- Output 3:** Strengthened management of the Supply Chain for essential drugs and commodities.
- Output 4:** Stable health systems that are responsive and accountable to the needs of communities and individuals accessing health services.
- Output 5:** Funds and processes that are efficient, effective, inclusive and offer value for money

To attain these outcomes, the HPF3 team is responsible for:

- Effective programme management, including robust risk management.
- Ensuring continuity of and support to service delivery, with a focus on improving quality.
- Specialist technical assistance covering health service delivery, community engagement, nutrition, health planning, information, and HRH.
- Procurement and supply chain management of essential medical commodities
- Management of the Implementing Partner fund
- Management of fiduciary risk associated with use of donor funds.

2. Position Summary

The Project support officer will work with the project coordinator to ensure integrity, high level transparency and commitment in the delivery on the HPF 3 project. An analytical thinker with excellent problem-solving skills, a successful Project support officer is able to multi-task in a high volume, fast-paced work environment. Should be a team player with a high level of self-motivation and ability to set and meet goals. In addition to these general skills and personality traits, respond to queries of Implementing Partners and government when appropriate and with guidance from the Project Coordinator.



3. Responsibilities

- The project support officer will report to and support the project coordinator in daily operations of Health Pooled Fund, including attending meetings at state or county levels.
- Project support officers provide vital assistance to project coordinator. These highly-organized, dynamic professionals work on important projects for all kinds of different organizations.
- The project support officer, will not only perform routine administrative duties— rather, their responsibilities will be indivisibly tied to the success of the HPF project. Driving everything forward from planning to implementation to supportive supervision and these will directly influence the efficiency and cost-effectiveness of the project.
- Support overall program planning, budgeting and supportive supervision for the state ministries of health, county health department and implementing partners.
- Support coordination of SMOH regular stakeholders' quarterly review and oversight committee meetings at the state and county levels.
- On a regular basis, Project support officer meets with the Project coordinator to review technically the progress of the project within different lots and discuss future steps.
- Project support officer is responsible for maintaining crucial project documents which track project progress and update project assets inventories at the states. He or she will file all project documents in an appropriate database or library, and ensure that all documents are accurate and have been accepted by the Project coordinator
- Being so closely involved in the project, the Project support officer is relied upon to support project coordinator identify any potential issues or risks that could affect the progression of the project. He/she will communicate these items with the Project coordinator, and work to identify potential solutions.
- Project support officer closely watches the project schedule, monitoring deadlines for each project task. He or she will check regularly that every deadline is still possible, and report any potential delays to the Project coordinator or HPF management.

4. Reporting and communication.

The Support Officer reports to the State Project Coordinator

5. Requirements.

- Diploma /Bachelor's Degree in health related field or public administration with minimum three of year's professional management or implementation experience
- Thorough familiarity with word processing, spreadsheet, and project scheduling computer applications and Ability to work with database applications,
- Ability to work effectively as a team member and independently without daily supervision,
- Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short and long term deadlines.
- Demonstrate the ability to develop, coordinate and coach the health CHD and facility staff.
- Demonstrated experience in planning, budgeting and financial management
- The candidate must have an Excellent English written and verbal communication skills
- A minimum of three years of management, administration, or program coordination experience is highly desirable.
- Ability to develop productive relationship with SMOH, CHDs and Implementing partners

How to Apply:

Interested candidates should submit their electronic application with the subject line **Project Support Officer** to jobs@shimahr.com. The cover letter should accompany a current CV detailing their experience for the post including day time telephone contacts and three referees, preferably previous line managers. The closing date for receiving applications will be Friday **9th September 2022, 5PM CAT.**

Only shortlisted candidates will be contacted

