



# ARDF

African Relief and Development Foundation  
Save lives & build healthier Communities

SB-H-3  
Approved by  
S/Inspector of Labour

05/01/2023



## Vacancy Announcement

**Job Title:** Boma Health Initiative Officer (1)  
**Location:** Melut County  
**Reporting to:** Health Project Coordinators  
**Position Code:** ARDF-023-BHI-MT-003  
**Supervising:** BHW Supervisors  
**Date Posted:** 05<sup>th</sup> -01-2023

### About African Relief and Development Foundation (ARDF)

ARDF is leading non-governmental National organization working in three states of South Sudan including Upper Nile, Northern Bahar El Gazal and Central Equatoria State with an aim of saving lives, improving health alleviating poverty and Suffering. ARDF has a reputable experience in Health, WASH, FSL and protection. ARDF approaches include innovation in health, research, Community engagement in the provision of primary health care services focusing on immediate lifesaving while laying the groundwork for long-term impact.

### Job Summary:

The BHI officer will be responsible for the supervision of BHWs in the respective Counties. S/he will conduct month supportive supervision of BHWs and BHWs supervisors. The BHI officer will support the project Coordinator in undertaking training of BHWs. S/he will facilitate monthly BHWs meeting and BHC monthly meeting, compiling reports and timely submit to project Coordinator.

### Roles and Responsibilities

- Provide technical support in implementation of BHI activities according to South Sudan BHI Guidelines as well as project deliverables.
- Ensure all BHWs are well equipped with medical equipment, Supplies and essential drugs.
- Monitor the BHWs to ensure there are no shortage of essential drugs.
- Be responsible for the implementation, management and supervision of all BHI sites supported by the project.
- Support the BHWs to ensure that BHWs are providing correct assessment of children under 5 years, correct classification and correct treatment according to BHI guideline.
- Conduct weekly project activity plan jointly with CHD and ensure all the planned activities are executed.
- Ensure BHWs are regularly monitored every month and evaluate the assessments considering both project objectives and the quality of the programme. Write the narrative reports and BHI Checklist being used during every supervision. Ensure a copy of Checklist is kept by each BHWs. Conduct on job training to health workers during supportive supervision.
- Conduct Boma health worker's capacity needs assessment and develop training plan to ensure quality of BHI activities provided by BHWs.
- Conduct Monthly BHC and BHWs meetings and document the minutes and attendance sheet.
- Liaise with the Health officer to ensure referrals from the community by BHWs are well managed in the health facilities.



- Compile various project reports including, BHI Monthly reports, DRC reports, and QSC reports
- Ensure Weekly Update reports shared every Friday.
- Ensure accurate and timely reporting of activities to the Health Coordinator for internal and external reports (e.g. weekly, monthly, quarterly reports) and as requested by the Health and Nutrition Coordinator.
- Conduct any other duties assigned by line manager.

**Job Qualification and Requirement:**

**a) Education:**

- Diploma in Clinical medicine, Nursing, Midwifery or Public health in a recognized Institute

**b) Experience:**

- At least 3 years' experience of supervising health services at County level (MUST)
- Proven ability to work across in multi-health technical area simultaneously, supporting and mentoring multiple health staff in the health facilities.
- Experience in analytical and conceptual skills in reports writing, organizational and interpersonal and communication.
- Experience data collection, processing, analyzing, monitoring and utilization at county level.
- Experience in South Sudan DHIS2 both reporting and analyzing data at DHIS 2.
- Proven experience of cooperating and working with others in a team

**c) Skills and Competencies:**

- Good Computer skills in micro soft word, PowerPoint and excel
- Professionally fluent in written and spoken English.
- Remain Productive when under pressure

**a) Language Requirements:**

- Ability to communicate effectively in English, both in written and in oral form;
- Knowledge of Arabic is highly desirable.

**1. Policies**

- a) **Standard of Professional Conduct:** ARDF and ARDF workers must adhere to the values and principles outline in ARDF way standards for professional conduct. These are Faithfulness, integrity, Professionalism, governance and stewardship, Empowerment and team work. In accordance to these value, ARDF operates and enforce polices on beneficiary protection from Exploitations and abuses, child safeguarding, anti-workplace harassment, and fiscal integrity.
- b) **Safeguarding policy:** ARDF has a zero-tolerance policy for safeguarding violation by staff, incentive workers, visitors, suppliers/sub-contractors. Safeguarding at the ARDF is an integral to the organizational value and ethics and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuses and harassment of any person linked to the program by its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.
- c) **Gender Equality:** ARDF is committed to narrowing the gender gap in leadership position. We offer benefits that an enabling environment for women to participate in our workforce including a flexible hour (when possible), Maternity leave, transportation support and gender sensitive security protocols.
- b) **Equal Opportunity Employer:** ARDF is an equal opportunity employer. ARDF consider all applicants based on merit without regards to race, color, national region, religion, sexual orientation, age, Marital status, Disability or any other characteristic protected by applicable laws.

**2. How to Apply**

**a. Application address**

- Interested candidate are requested to submit their application and updated CV not more than 4 pages, Copies of National ID and Educational certificates (hard copy) Email address; [hr.ardfsouthsudan@gmail.com](mailto:hr.ardfsouthsudan@gmail.com) The subject of your email will be BHI officer- ARDF-023-BHI-MT-003



- For hand Delivery, submit your application to ARDF office in Juba, addressing to ARDF Human resource manager, Hai Mauna Residential Area, 450 meters South West from Mauna Medical Complex, Juba South Sudan.
- In Field, all application will be delivered to CHD office.
- b. Eligibility;**
  - The position is Open to only South Sudanese living in Melut County with required qualifications.
  - Female candidate with required qualifications are highly encourage to apply.
- c. Shortlisting and interview**
  - Due to urgency of the position, applications will be review on regular bases.
  - Successful candidates will only be conducted for interviews
- d. Deadline for submission**
  - The deadline for submission will be **25<sup>th</sup> January 2023**
  - Only applications submitted before deadline will be considered for review

**Disclaimer:**

African Relief and Development Foundation does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.

