

## JOB ADVERTISEMENT

**Position: Health Manger/Lot 5 Coordinator**

Job Title	<b>HEALTH MANAGER/ Lot 5 Coordinator</b>
Organizational Unit	Health Department
Line management	Health Specialist
Immediate Supervisor	County Health Department (CHD)
Duty Station	<b>Nasir &amp; Ulang</b>
Starting date	17 <sup>th</sup> /02/2021
Closing Date	3 <sup>rd</sup> /03/2021
Start date	ASAP

### **Background**

Universal Network for Knowledge & Empowerment Agency (UNKEA) is a national organization operating in South Sudan. UNKEA was founded in 2002 by a group of concerned men & women of Upper Nile state to respond to dire social, economic, livelihoods, and health conditions experienced by the South Sudanese Citizens. UNKEA's initial purpose was to solely fight the deadly Kalazaar disease in Upper Nile. This was effectively achieved – prompting the organization to expand its mandate. UNKEA mandate has since expanded to include Primary Health Care, Nutrition, Food Security & livelihoods, Water & Sanitation, Education, Social development of youth and women; Economic development, Access to justice & Peace Building.

### **Project Summary**

The Provision of Essential Health Services Project (PEHSP), Lot 5, is a 20 months' project funded by World Bank and implemented by a consortium of three partners (Malaria Consortium, SSAID and UNKEA) in Nasir and Ulang. The focus of the project is alleviating the suffering of south Sudanese people through ensuring access, availability and utilization of basic lifesaving services aligned to the South Sudan Basic Package for Health and Nutrition, and the Boma Health Initiative. UNKEA is the lead partner.





## **JOB SUMMARY**

The lot coordinator will provide strategic leadership, technical support and guidance in provision of quality primary health care services to the vulnerable community of Nasir under the stewardship of County Health Department. The incumbent will deal with program management, financial, human resources, logistics and procurement and security management function. S/he will report to Health Specialist.

## **DUTIES AND RESPONSIBILITIES:**

### ***a) Program management***

- Provide strong strategic leadership direction in delivery of quality provision of essential health care services in Nasir
- Coordinate the development and review of UNKA's programmatic strategy
- Lead the development of technical proposals, concept notes, technical responses to donors in health sector
- Provide timely and quality project reports (monthly, quarterly and annual) including executive reports to Board of Directors
- Lead on the development of innovative approach and also roll out more effective systems to improve program implementation
- Monitor and track implementation status (work plan, budget forecast, and kick off meetings for every program
- Participates and proactively engage with various stakeholders (Government, partners, donors and community) to do context analysis as well as carry out needs assessments in the project location

### ***b) Coordination roles***

- Represent UNKEA in coordination meetings, forum and inter-cluster meetings such as NGO forum, health and nutrition cluster meetings as well as monthly or quarterly review meetings with key stakeholders





- Coordinate closely with finance, procurement, logistics, Area coordinator to ensure that security, procurement, HR and financial policies and procedures are adhered to
- Builds strong and functional but dynamic teams of professionals
- Ensures smooth integration and coordination of program activities with other agencies to avoid duplication of services and efforts

**c) Financial management**

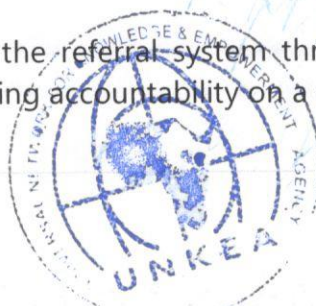
- Working with the finance officer, will provide managerial oversight for all finance activities ensuring that project resources are spent in line with the donor requirements and guidelines, and liquidations are submitted on time.
- Participates in budget development and review ensuring all cost activities are realistically expressed in budget narratives.
- Monitors budget expenditures, forecast budget for activity implementations
- Responsible for field level financial approvals and guidance as per the policy

**d) Human resource management**

- The lot coordinator will provide direct supervision of all project staff in Ulang and Nasir county for effective and efficient implementation of project activities.
- Support recruitment of health workers at the supported health facilities
- Coordinate activities with the County Health Departments (CHDs), and consortium partners (SSAID and Malaria Consortium) for effective implementation of project activities.
- Conducts staff performance Appraisals on regular basis
- Participates in the development or review of job description of health workers

**e) Logistics and procurement management**

- Working with the logistics officer, will provide oversight for all project logistics and supply chain management ensuring that all supplies are well utilized with proper documentation of quantities received and quantities issued to the various health facilities.
- Ensure the functionality of the referral system through monitoring the use of referral resources and providing accountability on a monthly basis.





- Advise the procurement team on medical equipment and supply specifications as well as identification that meet donor requirements
- Makes or approves proper specification of pharmaceutical products to donors or during procurement and disbursement
- Any other duties that will be assigned by the supervisor

### **Qualifications and job Specifications**

- Bachelor of science in Medicine and surgery, nursing, public health, Health services management or Administration
- Masters' degree in Public Health, International development, project management or a related subject is an added advantage
- 5 years' experience working with both International and national NGOs in South Sudan or a fragile context
- Demonstrated experience operating within the primary health care, or global health community in East and Central Africa
- Prior experience managing funds from UN agencies, DFID, World Bank, USAID and ECHO is an added advantage
- Ability to work in a complex environment with limited access to social services
- Able to work in difficult and remote areas for prolonged periods of time
- Innovator or influencer in the community, able to build functional teams

If you meet the above requirements, please submit your cover letter and CV not later than 3<sup>rd</sup> March 2021 to [jobs@unkea.org](mailto:jobs@unkea.org) c/c HoP [asobasijoe@unkea.org](mailto:asobasijoe@unkea.org)

