



## Vacancy Announcement

**Job Title:** Project Officer W2A  
**Band / Level / Grade:** 8B  
**Department:** Health  
**Location:** Maluakon  
**Overtime Eligible:** Exempt  
(per local law)

50-H-1  
Approved  
the  
MINISTRY OF LABOUR PUBLIC SERVICES  
DIRECTOR GENERAL'S OFFICE  
Northern Bahr / Gazal State - Aweil

### BACKGROUND:

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure.

### Main Purpose of Job:

The RH officer shall be responsible for the overall implementation of all Sexual and Reproductive Health both through health facility and community level interventions in Aweil East.

### Major Responsibilities:

#### Program Management:

- Coordinate health promotion activities for SRH services through health facility level and community level strategies.
- Coordinate demand creation activities in the program site for SRH through community engagement activities.
- Ensure a robust community outreach and mobile team strategies for SRH services delivery in hard to reach areas.
- Design effective programs that will ensure enhanced reach of SRH services for People living with Disability, Youth (under 20 years old), among other vulnerable groups in the community.
- Assess training needs for Health facility staff providing SRH services in the project site and provide relevant and necessary SRH training to front line health staff.
- Working with Community Health Workers, coordinate a training program for SRH services delivery and demand creation for community level interventions through recruitment, trainings, and supportive supervision, learning and feedback mechanisms.
- Ensure the program is being implemented in line with program work plans, implementation plans, budgets and other program documents.
- Responsible for ensuring pharmaceutical commodities for SRH tracking, forecasting, requisition and standard pharmaceutical information management systems tools are in place
- Coordination with key stakeholders in reproductive health in the project site including but not limited to MOH, CHD, UNFPA, HPF, other UN agencies, Health Cluster coordination forum.
- Responsible for learning and documentation of the program achievements and lessons learnt and dissemination accordingly
- Reporting according to donor format on time, including other reports that may be required by the reproductive health directorate in the state.
- Any other allocated assignment by the manager.



### **Grants Management:**

- Recommend grant and budget revisions to the relevant program manager.
- Monitor the budget using the BVA system.
- Prepare spending plans for the program based on the available budget.
- Attend and participate in monthly budget review meetings, with records of updated expenditure records and spending plans.
- Ensure adherence to the community health program budget by reviewing expenditure.
- Provide recommendations and interventions to correct any identified deviations that impact on budget adherence.
- Carry out other relevant or requested duties as may be required.

### **Reporting**

- Monitor closely and report on the relevant health indicator trends and ensure appropriate action is taken.
- Ensure maintenance of an efficient statistical reports relating to Reproductive and Community health from all service delivery points are accurate, adequately captured and submitted weekly, monthly and annually including appropriate follow up for all the group of interest.
- Attend meetings concerning overall health program issues.
- Keep the line Program Managers & Field coordinator informed of all developments through regular reports.
- Attend all health coordination meetings and management meetings in the field.
- Compile weekly, monthly reports and donor reports.

### **Policy compliance – Mandatory Reporting Policy (MRP):**

- Ensure any violations of the IRC Sexual Abuse and Exploitation Code of Conduct are reported to the supervisor, the Country Director, or through the anonymous reporting mechanism. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by IRC and other humanitarian workers
- Play a key role in planning and rolling out training of and adherence to MRPs in coordination with the MRP focal team/person within country program.

### **Confidentiality:**

- Ensuring the non-disclosure of any information whatsoever relating to the practices and business of IRC acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.

## **Job Qualifications:**

- Degree/Diploma in clinical medicine, Nursing, community health, public health or equivalent from recognized university.
- Registration with relevant health board.
- Relevant Trainings in IDSR, EPI, CEmONC, FP/MNCH and Community strategy.
- Knowledge of international minimum standards in health program service delivery, including SPHERE, WHO and MOH.
- Excellent data analysis and interpretation skills.
- Dinka speaking is added advantage.

## **Required Experience & Competencies:**

- Medical Background preferable i.e., Registered Midwife, Registered Nurse, Clinical Officers
- Three years' experience in complex humanitarian set up implementing primary health care (PHC) program.
- Strong donor reporting experiences
- Strong management skills (managing, motivating, and developing staff).
- Strong communication skills; oral; written and presentation skills.
- At least three years' experience in health program design and management.
- Ability to work with displaced communities with diverse cultural and ethnic backgrounds.
- Computer literacy with possible advanced word processing, spread sheet, and relevant health software skills.

**Standards of Professional Conduct:** The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

**Gender Equality:** IRC is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender-sensitive security protocols and other supportive benefits and allowances

**Equal Opportunity Employer:** IRC is an Equal Opportunity Employer. IRC considers all applicants based on merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable law.

**Note:** The role cannot be limited to the specific duties and tasks detailed herein. The mandate to achieve the government's objectives is a priority and all issues which arise must be addressed accordingly. Therefore, the RH-Officer will be required to manage all unforeseen issues and circumstances and remain flexible to perform other duties, as and when required.

**How to apply:**

Interested Candidates should submit a CV with three (3) references with a copy of their National ID through Email to [SS-HR@Rescue.org](mailto:SS-HR@Rescue.org) or to IRC Filed of of Maluakon & Panthou **Not later than 1<sup>st</sup> Oct,2021.**

NOTE: this position is for south Sudanese national and Only shortlisted Candidate will be contacted and attach photocopies only while original will be asked at the interview panel.

**CLEARLY LABEL YOUR ENVELOP/SUBJECT INDICATING THE POSITION YOU ARE APPLYING FOR.**

**FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY**

Approved by John Lee

