



# ICAP

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## **POSITION DESCRIPTION**

**JOB TITLE: Regional Coordinator**

**INSTITUTION: Columbia University Mailman School of Public Health - ICAP**

**LOCATION: Rumbek, Yambio. (2 Slots)**

**DIRECT REPORT: ICAP Regional Coordinator**

## **POSITION SUMMARY:**

ICAP's regional coordinator will oversee ICAP's project activities in the region of assignment. Lead regional office and health facility teams to achieve set project goals and targets. The regional coordinator, under the guidance of associate director for implementation, represents ICAP in the region on all technical matters and liaise with country office for guidance on matters that need attention of country office management.

## **MAJOR ACCOUNTABILITIES:**

- Oversee and coordinate all ICAP project activities in the region.
- Liaise with the country office to ensure finance and other resources are available for the regional office activities.
- Leads selection and management of ICAP staffs (both ICAP office and facility based staffs) in the region.
- Coordinate and follow the regional office field visit to the facilities supported by the regional office.
- Lead the regional office staff in developing annual and quarterly plans and follow the implementation of the plan.
- Lead the regional office staff in submitting the monthly activity report and submit to the implementation unit after reviewing it with the concerned regional office staff
- Harmonize the regional office staffs' site visit to that of the central technical advisors
- Provide direct technical assistance (Clinical system mentorship and supportive supervision) on comprehensive HIV/AIDS service to the facilities supported by the regional office by spending about 60% of his time in the facilities.
- Ensure supported facilities achieve set performance targets and SIMS standards.
- Ensure the regional office and supported facilities submit daily, weekly and quarterly data and other reports to ICAP country office, DATIM (CDC) and DHIS2 (MOH) on time.
- Ensure ICAP's participation in all relevant technical working groups at state and county level.
- Provide direct technical assistance to state ministry of health and county health departments (CHD).
- Work closely with facility managements, CHD and state ministry of health in the sub region in establishing:
  - Ownership of the HIV/AIDS program
  - Sustainability of the program



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Under the guidance of the associate director of implementation, represents ICAP in partnerships and meetings on technical matters.

- Liaise with the associate director of implementation for further guidance in matters that need the attention of senior management in ICAP country office.
- Performs other related duties as required.

## EDUCATION

- Medical doctor with clinical and program experience in HIV and TB/HIV programs.
- Postgraduate degree in public health or other relevant fields is a plus.

## REQUIRED SKILLS & EXPERIENCES:

- Experience in training and mentoring of health care facility.
- Ability to work under minimal supervision and to maintain ICAP's organizational culture.
- Good interpersonal skills and experience in working with multiple stakeholders
- Good computer skills and ability to make power point presentations.
- South Sudanese nationals, including those who want to return home from abroad are encouraged to apply.

## How to apply:

Note: This is a local hire position and the successful candidate will be an employee of ICAP in South Sudan subject to the local terms and conditions of employment which includes a competitive salary and benefits package

Please forward your Cover letter and CV to [ml4185@cumc.columbia.edu](mailto:ml4185@cumc.columbia.edu) and a copy to [mka2155@cumc.columbia.edu](mailto:mka2155@cumc.columbia.edu). Indicate the Position you are applying for as "RC"– (indicate the Location)" in the subject line of your email or you can deliver your application and CV to ICAP office located next to **Non – Violence Office near American Residence.**

**Application Deadline on Tuesday October 27<sup>th</sup>, 2020**

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## **POSITION DESCRIPTION**

**JOB TITLE: Field Community HIV Service advisor**

**INSTITUTION: Columbia University Mailman School of Public Health - ICAP**

**LOCATION: Lakes Region.**

**DIRECT REPORT: Regional Coordinator.**

## **POSITION SUMMARY:**

Responsible for coordination all ICAP supported activities at community level of assignment. The community HIV service officer will map, engage all community level stakeholders and resources to impact HIV service demand, quality of care and care, treatment outcomes.

## **MAJOR ACCOUNTABILITIES:**

### **Community resource mapping and stakeholder engagement**

- Maps and engages beneficiary groups (PLHIV groups, associations, networks), CSOs, other NGOs who can positively contribute to case finding and care of PLHIVS
- Engage health authorities, traditional leaders, religious groups to impact case finding, care, support and retention of PLHIVs
- Represents ICAP in community level health forums including TB and HIV
- Facilitate community level conversations about issues affecting HIV service demand creation, stigma, discrimination, HIV positive case finding, linkage to treatment and retention in life long care and treatment
- Engage Boma and payam health teams for demand creation, HIV case finding, linkage and retention.
- Work with stakeholders to establish community led monitoring scheme for improved quality of service in ICAP supported ART facilities.

### **Coordination and supervision of community outreach work**

- In coordination with ICAP supported health facility teams, work to establish and facilitate community treatment support groups
- Provide technical support and supportive supervision for local civil society organizations including sub awardees of ICAP.
- Coordinator recruitment, training and deployment of community outreach volunteers
- Ensure effective referral of clients to community groups and community outreach workers
- Monitor the referral of clients (new and old ) from facility to community outreach workers every day and report daily through WhatsApp group
- Coordinate appointment reminder and tracing activities by community outreach workers.
- Receive list of missed appointments from the adherence counselor and community liaison and follow up tracing through community outreach workers
- Document outcomes of tracing efforts by community outreach workers

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- Monitor number of active community outreach workers and active clients in treatment support groups and under follow by community outreach workers.
- Work with the viral load and EID focal persons, and community liaison to conduct community follow up and tracing of HVL and EID positive clients.
- Performs any other related duties that may be assigned by the supervisors

### Supervision of Community ART refill sites

- Monitors day-to-day activity and performance of community ART refill sites
- Ensure uninterrupted supply of commodities to community ART refill sites
- Continuously monitor performance of satellites sites (in terms of number of people receiving ART refill and number of new PLHIV cases identified) and take improvement action

### Coordinates community level HIV case finding through sexual network & index family testing.

Use treatment support groups and community outreach workers to mobilize families and sexual contacts of index clients.

- Conduct facility and community based testing for families and sexual contacts of index clients
- Undertake other responsibilities as assigned by the immediate supervisor

### EDUCATION

- Degree in clinical medicine, public health or social science

### REQUIRED SKILLS & EXPERIENCES:

- Experience in community level health activities including stakeholder engagement, community resource mapping, and civil society engagement
- Good Communication skills
- Proper Computer skills.
- Must be a South Sudanese National. A copy of national ID or passport should be attached to the CV.

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## **POSITION DESCRIPTION**

**JOB TITLE: Supply Chain Officer**

**INSTITUTION: Columbia University Mailman School of Public Health - ICAP**

**LOCATION: Juba**

**DIRECT REPORT: Implementation Director**

## **POSITION SUMMARY:**

ICAP supply chain officer is the technical lead and resource person for the national HIV commodities technical working group and stakeholders to ensure

## **MAJOR ACCOUNTABILITIES:**

- Liaison with stake holders in HIV related commodity supply chain in the country to minimize stock out related interruption of services in supported facilities.
- Provide technical support for forecasting and quantification of HIV related commodities (ARVs, OI drugs and laboratory reagents) at national and subnational level.
- Follow and facilitate HIV related supply logistic management system (ARVs, OI drugs and laboratory reagents) at all levels.
- Technical support to ensure proper inventory control and timely report and request of supplies at facility level.
- Provide technical assistance to the national supply chain technical working group.
- Conduct regular analysis of pipelines, and stocks at national and facility level and shares with the ministry of health, technical working group members and other key stakeholders.
- Undertake other responsibilities as assigned by the immediate supervisor

## **EDUCATION**

- Bachelor's degree in pharmacy.

## **REQUIRED SKILLS & EXPERIENCES:**

- Training and at least 2 years' experience in supply chain management for health commodities.
- Computer skills: excellent skills in excel, PowerPoint presentation

**Position requires frequent travel to the field to various health facilities in South Sudan.**

**How to apply:**

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## **POSITION DESCRIPTION**

**JOB TITLE: Regional Monitoring and Evaluation advisor**

**INSTITUTION: Columbia University Mailman School of Public Health - ICAP**

**LOCATION: Rumbek, Yambio, Juba (3 Slots)**

**DIRECT REPORT: ICAP Regional Coordinator**

## **POSITION SUMMARY:**

The field M&E Officer will coordinate and support HIV related M&E activities of assigned health facility or nearby facilities. S/he will follow up the planning and updating the execution of planned activities of the health facility pertaining to HIV M&E. s/he will be responsible for monthly, quarterly, biannual and annual reporting of the HIV related activities in the health facility.

## **MAJOR ACCOUNTABILITIES:**

The field Monitoring and Evaluation Officer will have the following duties and responsibilities:

- Work closely with the health facility, county & state staff to strengthen M&E system of HIV programs
- Provide direct technical assistance to the target health facilities supported by ICAP South Sudan.
- Assist in coordinating monthly performance evaluation meetings/MDT meetings pertaining to facility level data and report.
- Ensures timely collection, cleaning, and compilation of health facility and nearby facility data collection format designed by ICAP
- Responsible for compiling the health facility and/or nearby facility monthly, quarterly and annual HIV related activity reports
- Coordinate and participate in HIV related supportive supervision, and review meetings in the as required
- Work with ICAP M&E teams in building the capacity of data clerks to ensure data use for continuous quality improvement at ICAP supported health facilities
- Spend about 60% of her/his time in the field doing mentoring and supervision
- Assists the health facility staff in analyzing and interpreting project data;
- Compiles regular field monitoring report including lessons and provide feedback for the program and his/her supervisor;
- Participates in HIV program performance review meeting at country level as required and evaluation exercises;
- Analyzes plan versus achievements of the HIV /AIDS program and identify justifications for under achievements or over achievements.
- Coaches and mentors the data clerks and other facility staff on how to handle data and database;



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- Assists program staff and M&E staff in reviewing and revising project M&E plan and indicators as required;
- Lead the data safety, data quality and analysis.
- Ensure adequate tools and techniques are in place and implemented at health facility including quality improvement tools, standard of care (SOC) tools etc.
- Ensure that all MoH HIV related tools are availed and properly used in the facilities
- Conduct data quality assessments to nearby facilities as assigned
- Involve in the design, data collection and preliminary report writing of baseline/follow up assessments in the facility as well as states.
- Participate in and contribute to program-based operational research activities.
- Undertake other responsibilities as assigned by the immediate supervisor

## EDUCATION

- Bachelor's degree in health science
- Master's degree in public health or M&E is preferred

## REQUIRED SKILLS & EXPERIENCES:

- Two or more years' experience in HIV/AIDS programs
- Experience in PEPFAR programs in a plus
- Experience in ART data collections
- Knowledge of local language is an asset.
- Good interpersonal skills and experience in working with multiple stakeholders
- Good computer skills and ability to make power point presentations.

## How to apply:

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## **POSITION DESCRIPTION**

**JOB TITLE: Regional Care and Treatment advisor**

**INSTITUTION: Columbia University Mailman School of Public Health - ICAP**

**LOCATION: Rumbek and Juba (2 Slots)**

**DIRECT REPORT: ICAP Regional Coordinator**

## **POSITION SUMMARY:**

The Clinical Specialist will be responsible for increasing the uptake and quality of ART Program in the region. S/he will follow continuous quality improvement approach including health facility assessments, develop joint work plan and provide technical support as needed to ensure the successful implementation of the work plan at all ART sites. In addition, the Clinical Specialist will provide technical assistance to establish protocols for HIV/AIDS care and treatment services that are consistent with the national HIV/AIDS plan in the region. This position will be based in the region stated, and will require extensive travel to different ART health facilities throughout that region.

## **MAJOR ACCOUNTABILITIES:**

- **Serve as ART team leader at their base ART sites.**
  - Provide direct technical assistance to health care facilities supported by Columbia University Center for International Program (CU-CIP-ICAP-SS). Such assistance might include training of staff, strengthening monitoring and evaluation and information system, facilitation of community linkages, patient flow analysis, improvement of adherence support system, development or improvement of referral system, etc.
- **Address clinical mentorship by means of:**
  - One to one observation and case discussion with health care providers
  - Organizing case discussions and topic presentations to the MDAT and also for the hospital staff
  - In collaboration with the facility management team, work on establishing facility resource center
  - Make self-available all the time for telephone consultation by the facility health care providers
  - Work on any innovative idea to deliver effective clinical mentorship
- **Support the comprehensive HIV/AIDS service of the facility with main focus areas, but not limited to, of the adult adolescent care and treatment services, TB/HIV integration, palliative care**
  - Ensure that ICAP-supported clinical care activities at ART sites conform to South Sudan's national HIV care and treatment guidelines and ICAP standards



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- Guide the development or refinement of materials related to HIV/AIDS care and treatment, including clinical guidelines, protocols, algorithms, drug formularies, training materials and monitoring and evaluation tools.
- **In collaboration with the facility management, establish facility Multidisciplinary teams and ensure their functionality.**
  - Participate in the development of quarterly and annual plans and activity reports
  - Actively participate in targeted program evaluation.
  - Supports and supervise ART site staff team members to ensure that reports that are produced regularly and cover all aspects of the care provided in accordance with the standard tools of the MOH.
  - Review ART site monthly reports and confirm accuracy and availability of the supporting documents at the sites and provides quick feedback on the reports.
  - Advice and liaise with the partners providing other related PLHIV care and support services such as home based care in the community adjacent to the ART sites and
- Performs other duties as required in support of the HIV/AIDS Care and Treatment.

## EDUCATION

- MD with two or more years' experience in HIV/AIDS programs
- Post graduate degree in internal medicine or infectious disease is preferred
- Experience in ART, Palliative Care, TB/HIV mentorship
- Knowledge of local language is an asset.

## REQUIRED SKILLS & EXPERIENCES:

- Experience in ART, Palliative Care, TB/HIV mentorship
- Knowledge of local language is an asset.
- Good interpersonal skills and experience in working in the field.
- Good computer skills and ability to make power point presentations.

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**JOB TITLE: Regional Care and Treatment advisor**

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**LOCATION: Rumbek and Juba (2 Slots)**

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  - Work on any innovative idea to deliver effective clinical mentorship
- **Support the comprehensive HIV/AIDS service of the facility with main focus areas, but not limited to, of the adult adolescent care and treatment services, TB/HIV integration, palliative care**
  - Ensure that ICAP-supported clinical care activities at ART sites conform to South Sudan's national HIV care and treatment guidelines and ICAP standards



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- **In collaboration with the facility management, establish facility Multidisciplinary teams and ensure their functionality.**
  - Participate in the development of quarterly and annual plans and activity reports
  - Actively participate in targeted program evaluation.
  - Supports and supervise ART site staff team members to ensure that reports that are produced regularly and cover all aspects of the care provided in accordance with the standard tools of the MOH.
  - Review ART site monthly reports and confirm accuracy and availability of the supporting documents at the sites and provides quick feedback on the reports.
  - Advice and liaise with the partners providing other related PLHIV care and support services such as home based care in the community adjacent to the ART sites and
- Performs other duties as required in support of the HIV/AIDS Care and Treatment.

## EDUCATION

- MD with two or more years' experience in HIV/AIDS programs
- Post graduate degree in internal medicine or infectious disease is preferred
- Experience in ART, Palliative Care, TB/HIV mentorship
- Knowledge of local language is an asset.

## REQUIRED SKILLS & EXPERIENCES:

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