

JOB VACANCY – INTERNAL & EXTERNAL.

VACANCY No: MD-MBN-2023-12- 202-N



ROLE PROFILE

Title: Medical Doctor (2 Posts_ Relocatable)
Location: Maban County, South Sudan
* This role is classified as requiring advanced pre-employment checks
Duration: 6 months with possible extension
Department: Health/Nutrition
Reporting to: Health Project Manager

1. Context

About Relief International

Relief International (RI) is a leading non-profit organization working in 16 countries globally to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises, and chronic poverty.

RI combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact and resilience. We focus on health/nutrition, education, economic opportunity, and water, sanitation, hygiene (WASH) programming while integrating protection, environment/climate change, and conflict mitigation in partnership with the communities we serve. We empower communities to find, design and implement the solutions that work best for them.

RI includes the three corporate members of the RI Alliance: RI-US, RI-UK, and MRCA/RI-France. Under our alliance agreement, we operate as a single, shared management structure.

About South Sudan Country Program

Relief International (RI) has been active in South Sudan since 2006 and operating across the Upper Nile State meeting the needs of the most vulnerable communities. In addition to its head office in Juba, RI operates six field offices in the counties of Maban, Longechuk, Maiwut, Renk, Melut and Nasir in Upper Nile. We deliver an integrated response to the humanitarian crisis in the Upper Nile State, directly providing life-saving Health and Nutrition, WASH, Economic Opportunity and Protection services through a conflict sensitive approach to refugees, IDPs, returnees and rural host communities, targeting particularly at-risk individuals and households. Given the fluidity of the emergency in South Sudan, Relief International's response has remained highly flexible, responding to people's most pressing needs.

Africa/ Asia Region

RI operates in nine countries in the Africa/Asia region: Afghanistan, Bangladesh, Iran, Myanmar, Pakistan, Philippines, Somalia, South Sudan, and Sudan, with a focus on the four RI sector pillars: Health, WASH, Education and Economic Opportunity. We employ more than 3,000 staff (direct and indirect) in the Africa/Asia region and implements a range of emergency response and development programs valued at approximately \$55 million USD on an annual basis.



2. About the Role

To facilitate achievement of the medical objectives to reduce morbidity and mortality by provision of emergency healthcare services to refugee populations in Maban County.

3. Key responsibilities

Clinical Care

- Provide daily clinical care to patients in the out-patient department, emergency room, in-patient department, in-patient therapeutic feeding centre and maternity departments, including treatment of acute illnesses, maternal new born and child health care services (MNCH) including deliveries, post-abortion care and clinical management of rape.
- Manage all components of the ongoing medical practice based on the South Sudan, WHO and other treatment guidelines and protocols.
- Conduct daily ward rounds at all in-patient departments while providing staff with bed side coaching during ward rounds.
- Be on call 24/7 to respond to emergencies or complicated cases and ensure frequent visit to the PHCCs in order to do on job trainings and coaching of staff
- Be able to organize special clinic days for review of patients with surgical/gynaecological/obstetrical and patients of TB/HIV and mental health cases and do appropriate referral for further care based on the SOP, will be required to organize internal referral meetings with the staff in the PHCCs/Us.

Referrals.

- Identify cases for referral to secondary care and prepare medical referral documents and reports.
- Review all cases prior to referral ensuring that the referral is required and that patients are stabilized before referral to secondary care
- Follow up on the outcome of treatment in referral facilities and attend all partners' monthly referral meetings.

Capacity Building and Supervision

- Observe/monitor all medical services provided by clinical staff and identify gaps in knowledge and skills.
- Provide supportive supervision for clinical officers and other staff and conduct on the job training during ward rounds or organize CMEs on identified training needs.
- Participate in the development and implementation of continuing medical education for staff; conduct presentations for clinical staff through scheduled lectures and routine continuous medical education including case studies, bedside teaching and other teaching techniques.
- Assist with the identification and development of technical resources, job aides and other materials.
- Review health care workers performance, adherence to guidelines and protocols to ensure quality of care delivery.
- Compile daily and weekly reports/IRHIS/MHIS reports and on biweekly basis as required internally, and by the Ministry of Health and UNHCR, and submit to the M&E Coordinator including the H&N Coordinator/Health Manager (failure to maintain consistency in the submission of the reports as per internal and donor deadlines will be requiring performance evaluation)
- Conducted daily departmental supervision using the health facility supervisory checklists and submit on weekly basis to the M&E/H&N Coordinator/PM.

Pharmaceutical Management

- Participate in monitoring and management of medicines and medical items consumption rates to ensure appropriate utilization of medicines and medical consumables;
- Assist in the preparation of medicines and medical equipment procurement requests.

Health Information System

- Assist in providing data and other information required for donor, cluster partners and institutional reporting.
- Ensure that all the reporting tools/registers are available and the updated ones being used in the departments and ensure they are well kept.
- Ensure that all data are well protected/verified and patient's documents are kept confidential.

Quality management

- Aim to achieve the highest quality programming possible within the challenging context of South Sudan.
- Ensure all clinical officers /consulting staff have PHCC/U guidelines available and alert Health Manager if more needed.
- Identify gaps in knowledge and skills among clinic based staff and organize the necessary training for the staff.
- Support completion of quarterly MoH quality supervision checks of the clinic and disseminate results within clinic team as well as the clinic improvement plan for next quarter.

Staff management

- Line manage assigned staff according to the internal health and nutrition organogram for Maban
- Provide clinic day to day management
- Conduct staff appraisals and identify areas of staff development (training needs).
- With the support of H&N Coordinator/Health Manager, facilitate regular clinic staff meetings and share project related information including successes, weaknesses, and guiding the team in improving the quality of care provided.

Management

- Conduct regular meetings with clinical officers and midwives.
- Participate in weekly, monthly and quarterly management meetings.
- Participate in program development and setting priorities for facilities.
- Assist in the development and implementation of a hospital recruitment and retention strategy of health care workers;
- The in-charge is expected to take full ownership and responsibility of the facility management and administrative needs/decisions at every stage and do timely reporting of issues/needs or program activities while ensuring that staff leaves/duty rosters are updated on monthly basis.
- He/she is mandated to report timely and every Monday.



External representation

- Representation in relevant meetings as requested.
- Meet with NGO partners, CHD, local authorities and local partners as requested. May not commit to any response without express approval from the Health and Nutrition Project Manager, Project Coordinator and/or Health Advisor.

Logistics

- Oversee weekly submission of the clinic Stock Request by the pharmacist/HODs.
- Ensure buffer stock available in clinic pharmacy store. (Minimum 1 month for drugs and health supplies, minimum 1 week for nutrition commodities for OTP, TSFP)
- Support stock management procedures to ensure timely ordering/communication of low stocks to prevent stock outages.
- Ensure the facility generator is well managed and fuel consumption log sheet is well filled and submitted to operation team for reporting to the donor.
- And any other duty as directed by the supervisor.

Logistics

- Oversee weekly submission of the clinic Stock Request by the pharmacist and submit consumption/inventory reports.
- Ensure buffer stock available in clinic pharmacy store. (Minimum 1 month for drugs and health supplies, minimum 1 week for nutrition commodities for OTP, TSFP)
- Support stock management procedures to ensure timely ordering/communication of low stocks to prevent stock outages.
- Ensure that the ambulance and the staff van are always ready for any emergency and fuel consumption well managed and ensure the facility generator is fully functioning and has fuel/consumption log sheet is well filled/filed, ensuring any problems with the generator is reported timely.

- Participate in the procurement planning of the facility consumables and other non- consumables to ensure timely procurements and avoid stock outs, conduct inventories and submit inventory reports timely.

Confidentiality

- Ensuring the non-disclosure of any information whatsoever relating to the practices and business of RI acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.
- Protect patient and beneficiary information.
- Required to cover for colleague in other duty stations as needed.

Safeguarding and conduct

- Uphold and promote RI's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve.
- Consistent with RI's safeguarding and protection policies, contribute to ensuring that all those who come into contact with Relief International staff and the communities we serve can be trusted to work safely with them
- Support and develop systems that create and maintain an environment that prevents sexual exploitation and abuse and promotes the implementation of the Code of Conduct and safeguarding policies.

For all Manager Level and above roles:

Culture and leadership

- Ensure a positive and productive work environment which is free from harassment and bullying.
- Ability to demonstrate sensitivity and understanding of diversity and cultural differences, gender issues and the commitment to equal opportunities
- Ability to demonstrate and uphold RI's values and ethics

4. Role Requirements

Experience and skills required for the role.

Essential criteria

- Degree in Medicine
- At least have a working experience of minimum of 4 years working in Hospital
- Written and oral fluency in English is required.
- Honesty, trustworthiness, and integrity
- Previous PHC supervision experience
- Has people management and leadership skills
- Have excellent interpersonal communication skills
- Have very good record keeping, accurate reporting skills
- Be able to work on multiple tasks and in difficult situation and meet deadlines;
- Be able to speak and write in English and Arabic
- Able to work with minimum supervision
- Be computer literate especially Excel and Word packages
- Experience working in refugee settings in South Sudan.



Desirable criteria

- Analytical skills and strong organizational skills
- Ability to speak local languages in Upper Nile, Arabic strongly desired
- Proactive, open minded and solution oriented

5. RI Values

Guided by the humanitarian principles of humanity, neutrality, impartiality, and independence, as well as "Do No Harm," Relief International Values:

We value:

- Integrity
- Adaptability
- Collaboration
- Inclusivity
- Sustainability

Note:

The role of the MD cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues, which arise, must be addressed accordingly. Therefore, the MD will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.

6. How to apply

Aspiring applicant should complete the **Job application form**, which can be collected at Relief International office in **Maban** or this form can also be downloaded from same website where this advertisement is posted. The job application form once completed, should be submitted along with motivational letter and copies of academic documents in seal envelop clearly marked; Medical Doctor. **No: MD-MBN-2023-12- 202-N** to Relief International main office in **Maban**.

OR

Send your completed job application form and supporting documents via Email to recruitments@ri.org

Deadline: 29th December, 2023, 5 pm SSD local time.

- Females are highly encouraged to apply
- RI as an entity **will not be able to provide back all the documents** submitted for this particular hire considering the volume of applications, so please **do not share original documents** until requested.

Only shortlisted applicants will be contacted.

Relief International has a zero-tolerance policy for unlawful harassment, sexual exploitation and abuse. Relief International is committed to protecting our staff and the communities we work with from abuse and harm including sexual exploitation, sexual abuse and sexual harassment.

All staff are expected to abide by our Code of Conduct.

Recruitment to all roles in Relief International include a criminal records self-declaration, references and other pre-employment checks, which may include police and qualifications checks.

