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MINISTRY OF LABOUR
REPUBLIC OF SOUTH SUDAN
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CORDAID
100
YEARS OF
SHARING

Vacancy notice

Advert opens 21st April 2022.

Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity building. Currently it has programs in the area of Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose, additional capacity is required. Therefore, Cordaid South Sudan would like to recruit for the position of **Zonal HIV/TB Supervisor as detailed below.**

Position: Zonal HIV/TB Supervisor

Based Locations: Rumbek and Malakal

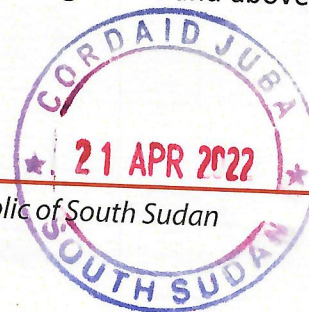
Number of positions: One (1) per each location

Reporting Lines

The TB/HIV Supervisor will report to the HIV Specialist t in Close Collaboration with Ministry of Health HIV and TB programme.

Background:

The HIV/TB Zonal Supervisor will support the National HIV/AIDS and TB Programs (including TB-HIV coordination) and the national COVID 19 response plan under the Ministry of Health, South Sudan, providing field level technical, management and operational support at facility, county and State levels. The officer will provide site level technical, managerial, and logistics support for training, mentorship, reporting, monitoring, supervision, implementation and surveillance of HIV/AIDS and HIV-TB control programs in the assigned areas of responsibilities (zones) according to national policies and guidelines. This will include monitoring of site and above site



HIV and TB related service quality, identify site and systems' barriers, develop and implement remediation plans using a quality improvement approach to foster high quality clinical care outcomes, improved treatment coverage, and efficient implementation of HIV/AIDS and HIV-TB control programs.

Objectives of the assignments

The Zonal HIV/TB Supervisors is expected to undertake the following tasks:

Administrative

- In collaboration with the state TB/HIV coordinators, lead the development of program promotion, outreach and communications strategies at the state level to achieve project goals and increase community awareness and use of prevention services.
- Support health facilities and the county M&E officers to carry out timely and accurate documentation of program activities via program database(s), logs, and client files.
- Prepare Zonal HIV/TB reports to timely as per established reporting schedule and submit to the supervisors for consolidation.

Supervision

- In close collaboration with the state TB/HIV coordinators, support with the day-to-day supervision of HIV/TB health facility workers and the CHD teams, articulating program expectations and deliverables, displaying model behavior and being clear about roles and relationships.

Collaboration and partnerships

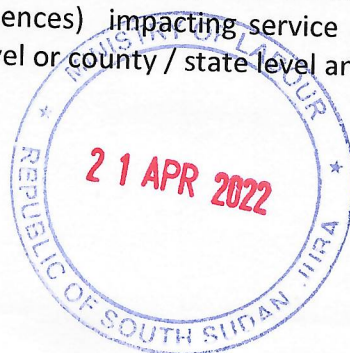
- Work closely and under direct supervision of Area coordinators where there is an established CORDAID field presence
- Establish and maintain effective working relationships with a variety of individuals, groups, and key stakeholders.
- Establish and facilitate collaboration with staff, consultants, community leaders, key stakeholders, government sectors, and other local, state, and national agencies.

Facility / Site level support:

1. Conduct field visits to HIV/AIDS and TB related service delivery sites including areas for HTS, PMTCT, ART, TB, STI diagnostic and treatment centers, patient and program record keeping/data management, medication dispensing/supply chain management, diagnostics and monitoring services, KP intervention sites and other facility and community based linkage, retention, referral and support interventions to:
 - a. Review real-time program implementation and assess performance based on a detailed check-list (standard MOH support supervision tool) and identify program implementation issues



- b. Develop and support implementation of remediation/quality improvement plans, and provide ongoing mentoring and monitoring to measure improvements
 - c. Review, inspect and cross-check program related records including reporting forms, registers algorithms, job aids and SOPs for availability, accuracy, completeness and relevance. The officer will also conduct interview of patients and staff, and verify that data synchronizes /matches well against reported performance for data quality assurance and verification.
 - d. Randomly investigate cases of failed linkage, follow-up, adherence defaults and retention to determine causes and implications for improvement of program implementation and impart skills to field staff
 - e. Facilitate utilization of updated patient and facility data collection, monitoring and reporting tools including use of the eTBr and DHIS2.
 - f. Perform ad hoc, systematic queries and/or “deep dives” of site specific data for program priorities such as outcomes in patients (e.g., linkage, lost to follow up, death, transferred in/out, other) to inform, establish and strengthen site specific procedures. And while doing this, build capacity of facility and other support staff to better understand and use program data, conduct performance review and routinely discuss quality improvement activities
 - g. Identify issues related to personnel (numbers, placements, training, skills and competencies) that impact quality patient care services delivery and facilitate resolution.
 - h. Provide on-the-job training and mentorship, and impart skills to key HIV/AIDS program staff at the site level, county level and state level to improve knowledge, practices, analytic skills and problem solving for high quality patient-centered care and efficient and coordinated/integrated service delivery.
 - i. Support implementation of program priorities and newer initiatives.
 - j. Participate in preparation of centers’ initiation, preliminary assessments, regular supervision & review and periodic evaluations and assessments as dictated by program requirements.
 - k. Assist in communicating up-to-date information on program implementation and feedback on policy implementation. This includes ensuring accurate and timely program and financial reporting, including electronic transmission to MOH.
 - l. Be a member of the multi-disciplinary team at the facilities and Counties assigned to them.
2. The expected minimum frequency of field visits to assigned facilities is monthly, all sites covered at least once per month. More frequent visits to be determined based on review of performance data and future direction provided by MOH for targeted performance improvement and follow up
 3. Identify issues related to logistics, supplies, consumables, infrastructure, human resource (skills and competences) impacting service delivery and proactively identify feasible solutions at local level or county / state level and report back to the MOH



4. Assist in coordinating periodic meetings, trainings, sensitizations, performance reviews and workshops for site level staff.
5. Facilitate coordination between TB and HIV program activities at field level
6. Participate in regular communications between field officers, stakeholders (PEPFAR (IPs), MOH) to share best practices, challenges, regular program and technical updates, and trainings.
7. Prepare and submit required reports on a monthly basis (to include formats of written, electronic, power point, excel, verbal) that inform program implementation, quality, procedures and policies over time.
8. Submit field supervision reports to MOH and the respective partners.
9. Support the reporting of the HIV data through the National DHIS 2 reporting system and ensure data from facilities is in timely manner submitted to the county Health Department.
10. Facilitate formation of the quality improvement teams at facility level where applicable and provide technical guidance to the teams
11. Provide support for approaches improving HIV testing yield
12. Support facility-based cascade analysis
13. Assist in laboratory monitoring (VL, EID and QA sample transportation, return of results, interpretation and management of failure/ non-adherence)
14. Supplies management (support Logistics Management Information System (LMIS): recording, ordering, reporting and planning distribution including last mile delivery to facilities)
15. Perform other duties as assigned to support new initiatives and fidelity of technical/program interventions

Quality Assurances

- Review program databases and program files for data quality and accuracy on regular bases.
- Maintain on-going professional development and current knowledge on trends in program and organizational development, TB/ HIV/AIDS, and other related subjects.

Deliverables

1. Monthly HTS/PMTCT/ART/TB facility reports in the zone/ region
2. Comprehensive quarterly technical report including HIV & TB Cascade analysis
3. Supervision/mentorship reports

Required qualifications:

Education

Essential – First University Degree in Medicine (MD/MBChB) , Public Health or health-related disciplines



Desirable –Post-Graduate Diploma in Public Health/Epidemiology/HMIS or Programme Management

Experience

Essential – At least three year of clinical or public health work experience

Desirable – HIV, TB or other public health program experience; monitoring and evaluation

Skills: Excellent analytical and writing skills, good interpersonal and networking skills, facilitation skills and team player, advanced computer literacy skills including proficiency in word processing packages (e.g. Word), spreadsheets (e.g. Excel) and presentation packages (e.g. Power point) and DHIS2

Other qualities:

- Excellent communicator (both verbally and in-writing)
- Team Player
- Self-motivated
- Competences in assessing priorities manage a variety of activities (multi-tasking) in a time-sensitive manner and meet deadlines with attention to detail and quality.
- Ability to work independently, innovatively and take initiative to get tasks accomplished in timely manner.
- Arabic - Level 2 speaking. English – Level 4 both speaking and writing



Travel: This position requires extensive travel in the Lakes State and Upper Nile State regions to sites/facilities for program monitoring activities and fulfillment of duties as assigned.

Further information and how to apply.

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email hr.southsudan@cordaid.org

Mention the vacancy reference number position in the subject line on the envelopes.
e.g. **CSS004/04/22 Zonal HIV/TB Supervisor –Rumbek and Malakal)**

or

Applications can also be hand dropped at Cordaid Juba Office located behind the Equatoria/UAP Tower. Just a few meters after the Strome Foundation to the attention of the **Human Resource and Administration Manager - Cordaid.**



Deadline for submission is by the **10th May 2022**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply

Only shortlisted candidates will be contacted. An integrity check will be part of the recruitment procedure

All applications submitted cannot be returned.

