



Munuki SDA
Compound
P.O Box 247
Juba, South Sudan

JOB ADVERT

Job Title:	Health Program Manager
Qualification:	Master's Degree in Public health; MBBS degree, MD degree or Master Degree in Health Science Management
Experience:	Experience working in South Sudan for a minimum of five years.
Job Location:	Kapoeta
Project Locations	Greater Kapoeta
Contract Duration:	12 months
Reporting to:	Programmes Director

Closing date: 9th July 2024 at 5:00pm South Sudan time

Introduction: The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “**To serve humanity so all may live as God intended**”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

ADRA’s Motto: *Justice. Compassion. Love*

ADRA’s Values: *Courageous. Compassionate. Connected*

ABOUT THE PROJECT:

ADRA signed a PD with UNICEF to implement the Health Transformation Project (HSTP) with funding from World Bank in Eastern Equatoria State, Lot 5 particularly in Greater Kapoeta region of North, South and East Counties from July 2024- June 2027



The HSTP aims at setting up effective implementation arrangements for the delivery of the Basic Package of Health and Nutrition Services (BPHNS) through Hospitals, Primary Health Care Centres (PHCC), Primary Health Care Units (PHCUs), and Boma Health Initiative (BHI- Government Community Health Strategy) structures. The delivery of services through these levels will require an enabling environment- both social and environmental- and a functional infrastructure that is well-maintained and supported. The delivery of services will require well-trained, supervised, and supported human resources and the availability of essential medical commodities and supplies. While the new implementation arrangement will involve the BHI as a service delivery platform, priority will be given to the potential role of the platform on prevention and demand generation supported by an effective referral system from the communities and primary health care facilities to the hospitals. Based on this, ADRA is seeking to recruit a competent and qualified County Health Coordinator to support the effective implementation of the HSTP in Eastern Equatoria State under Lot 5

JOB ROLE SUMMARY

Under the direct supervision of Programmes Director, the Health Project Manager will be responsible for managing daily planning, implementation, monitoring and reporting of the HSTP in one of the Counties under Lot5, including providing technical support to the implementation of the planned work plans within the budget. Ensures health facilities are well equipped, staff capacity built, essential drugs are available and incentives paid in a timely manner that will ultimately contribute to achieving the mission of the Health Sector Strategic Plan 2023-2027 in Eastern Equatoria State under Lot 5.

This will involve ensuring:

1. Supporting CHD in planning and implementation of Hospital and Primary Health Care activities.
2. Efficient supply of essential drugs and medical equipment.
3. Coordinate joint supportive supervision with CHD staff and partners including donors
4. Good, timely coordination between the different programme departments and Operational/Support functions.
5. Donor reporting and coordination
6. The efficient performance of the Operational/Support functions.



7. Attending cluster coordination and performance review meetings

Overall Key responsibilities: Level of Effort 100% within the county.

1. **Programme Management**

- Planning and implementing the activities in coordination with the Lot Coordinator and CHDs in the county.
- Responsible for the CHD capacity building plan for the CHDs and HF staff
- Direct line management and day-to-day oversight of the health workers at the Hospital, PHCC, PHCU and BHI activities,
- Manages partnership and relationships with CHD and health facilities
- Ensure effective supply of Last Mile Delivery with accurate reporting to the CHD.
- Plan for maintenance and functionality of fully equipped supported facilities in the county
- Ensures that MEAL functions in the Lot area are carried out timely (including DHIS data collection, supporting and mentoring the CHD in data analysis, and monthly routine reporting)
- External coordination to ensure ADRA's position is understood and protected
- Escalates in a timely manner issues of concern related to: safeguarding, fraud and compliance
- Weekly coordination meetings with senior managers, combined with robust schedule of site visits to ensure LC is familiar with programme activities
- LC must be familiar with donor contract and proposal, ensuring progress towards targets of activities and indicators contained in proposal.
- Work with the CHD/SMOH to develop ToR for all the MoH staff receiving incentives that each staff should sign so that each staff has a reference document that can be used in terms of performance management.
- Work with the relevant team members and stakeholders to develop and regularly update supplies distribution plans. Ensuring that each County team is monitoring stock levels at all the health facilities and distributing supplies based on needs and ensuring there is no stockout



- Ensures that all procurements are planned well in advance to support timely delivery of project activities within budget and that the projects achieve targets as agreed with HSTP; and that any deviations are flagged and escalated as appropriate.
- Have overall responsibility of managing the budget making sure spending is in line with what is agreed with the donor; working with the Senior Finance Officer and the Juba base finance team to ensure that there are no over spent and burn rates in line with implementation time lines

County Health Department Capacity Development:

- Responsible for the overall Capacity development of the CHDs in the assigned Lot.
- Plans and implements the CHD's Capacity assessment within the inception phase – in close coordination with Programme manager, State Ministry of Health and the respective CHD staff.
- Implements the outcome of the CHD capacity assessment.
- Joins CHDs for County Supportive supervision visit and support in reporting writing for such visit.
- Work with the CHD/SMOH/County Hospital/State Hospital/PHCC and PHCU to develop a detailed budget for the use of the operational budget line for each of this entity.
- Work closely with the Hospital Managers in her or his Lot to facilitate the development of implementation plan for the hospitals; regularly review the implementation progress and update accordingly.

Security

- Implement ADRA's Security Guidelines and Procedures
- Periodically review of site-specific security guidelines
- Ensure all office and accommodation meet basic security standards, including fire prevention, lockdown and evacuation procedures.
- Ensure all staff are familiar with ADRA's Security Guidelines and ADRA evacuation plan
- Provide a security briefing to all staff/visitors arriving into the site for the first time



- Monitor security situation and provide regular information to CD/Security Officer of any incidents, changes or adverse conditions affecting staff safety or project operations in the region; complete donor security incident reports within 24 hours or as soon as possible after any incidents.
- Engage in regular dialogue with Commissioners, UNISFA, UNDSS, NGO security focal point and field staff in facilities concerning current and expected security situation, including threats/concerns.

Logistics

- Day-to-day management of Field Operations Manager (FOM)
- Work with FOM to ensure ADRA logistics procedures are adhered to at all times, reporting any breaches to operations Manager
- Coordinate with Medical Logistician on issues related to Logistics and supply for the project
- Use the weekly stock report to monitor supplies, materials, and other stock in the different stores and work with the team to plan distribution of items so that things are delivered to the last mile timely
- Work with the Lot Logistic Officer to complete the weekly store report.

Procurement

- Support the team in identifying essential items required for maintenance and operations of the facility
- Follow up with both the field County Teams a and the Juba base procurement and logistics team on ongoing procurement making sure unnecessary delays are avoided and flag to SMT any delays that might affect programme delivery ..
- Regularly review ongoing procurement and planned activities and update procurement plan
- Ensure request are raised with the lead time of procurement level that is involve in mind to minimize delays in the implementation of critical components of the project

Monitoring, Evaluation, Accountability and Learning:

- Work with the MEAL team to ensure that IPTT is develop for the project clearly indicating targets for each county and lot.



- Support the Lot area teams to collect the data digitally and analyse the same for use during the monthly reporting.
- Work with the relevant team members to plan and conduct quarterly joint supportive supervision with SMOH and monthly supervision by CHDs for assigned lot.
- Organize and facilitate quarterly review of performance, identification of bottlenecks and microplanning of corrective solutions by CHDs, and Bi-annual review meeting organized by SMOH with the participation of all CHDs within each state.
- Works with the CHDs in consolidation of data and ensures there is generation and submission of the Lot based reports to Program Manager within the agreed timeframes.
- Any deviation from targets is flagged before the reporting and explained in the monthly reporting
- Ensures all the data collection and reporting tools are available for the health facilities based staff, and that the CHD uses the required reporting tools.
- Ensures that the MEAL officer based in the Lot area works collaboratively with MEAL leadership in Juba to conduct all assessments
- Ensure the relevant questions are asked to address the targets as per HPF target documents
- Ensure that the data is digitally collected as per support provided from MEAL coordinator in Juba.
- Work with MEAL team to ensure that all targets and indicators chosen for project are realistic.

CHD Warehouse management:

- Day to day management of the medical logistician
- The potential candidate will be responsible for the management of medical supplies received from HSTP and any buffer stock procured by ADRA.
- Ensures that last mile delivery is conducted and reported within 21 days of receiving drug supply and kits destined for each health facility are not opened before reaching intended health facility.
- Works with the Drug management committees to ensure that there is no leakage of medicines from the point of receipt at CHD warehouse, to the point of dispensing in the health facilities.

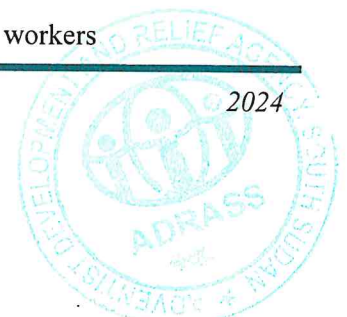
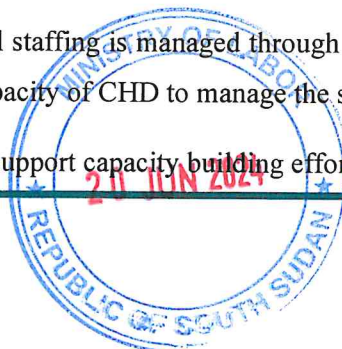
- Acts as the secretary general for the Drug Management Committee – and ensures that all investigations conducted are documented accordingly.
- Ensures there is a full time ADRA Storekeeper in each of CHD offices within Lot counties.
- Ensures that all the warehouse management practices are done in every warehouse county including: FEFO, FIFO, de-junking, appropriate renovation of the warehouses, updating of the stock cards etc.

Budget monitoring and Management:

- Responsible for budgeting and forecast on monthly basis
- Requesting and accounting for cash advance for implementing planned activities
- Monitoring closely budget lines for planned activities for utilization and minimize it within agreed variance
- Responds to queries from Program Manager and Juba finance manager promptly on budget forecasts and expenditure for the assigned lot.
- Monthly review of spending and forecasting
- Review of Cash Book for reasonability of expenditure
- Review of financial paperwork to ensure all transactions are properly authorized and all required supporting documentation is on file and cost charge to correct t codes
- Support program team in estimating actual cost of items/equipment required for delivering quality primary health care services

Human resources:

- Ensures that all health facility and CHD staff are working in accordance to their Job descriptions
- Ensures that there are no ghost workers within the ministry staff lists receiving incentives from the consortium (including to those working with the partners)
- Ensure no double payment of incentives to the same staff by different partners.
- All Facility level staffing is managed through the CHDs and Hospital boards of management and build the capacity of CHD to manage the staff.
- Coordinate and support capacity building efforts of CHD and health workers



OTHER DUTIES

- The postholder may be assigned to perform any other tasks by the supervisor

Behaviors (Values in practice)

- Commitment to Humanitarian Principles and practices.
- Preparedness to stand with vulnerable communities by understanding and responding appropriately to their needs.
- High level of integrity acted out through honest and open dealings and relationships.
- Highest level of respect shown towards all our partners including community, government stakeholders, donors and staff in a way that encourages dialogue and understanding.
- Act as a representative of ADRA and demonstrate the highest standards of behaviour towards children and vulnerable adults both in your private and professional lives.

Essential requirements:

- BSc. Degree in Public Health, Medicine and Surgery (MBBS), Nursing, Midwifery, Pharmacology
- Must have Master's degree in one of the related fields (Public Health, Health Services Management, Public Administration, Business Administration, Leadership and Governance) will be an added advantage
- Strong knowledge of South Sudan Health systems strengthening – all WHO pillars in county health department capacity development support.
- Experience working in South Sudan for a minimum of five years.
- Excellent knowledge on rules and regulations governing implementation of UNICEF, World Bank and DFID funding
- Self-starter and able to work under undue pressure to accomplish program needs,
- Computer literate: proficiency in Ms Words, Excel, Outlook, and Data Base required.
- Good in training and facilitation – with excellent adult training and facilitation skills (preferably with TOT and TOF)



- An excellent negotiator with experience liaising with County Health Departments, State Ministry of Health, donors and ADRA
- Staff management experience and skills

PERFORMANCE INDICATORS:

- Meet at least 80% of project work plan indicators.
- Complete at least 80% of planned field activities.
- Ensure timely submission of all sites reports.
- Time management

SAFEGUARDING:

ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

INSTRUCTIONS FOR APPLICATIONS:

Interested candidates who meet the above qualification and experience for this position, can submit their application and copies of academic credentials together with Employment application form addressed to; jobs@adrasouthsudan.org or hand deliver to ADRA South Sudan Office located at the Seventh-Day Adventist Church Compound, Kuwait Estate Road along Munuki /Bilpham Road. Qualified female South Sudanese nationals are highly encouraged to apply.

Note:

1. A CV of 4 pages or less coupled with a one-page cover letter is will be required. Telephone contact details will be required.
2. Relevant **copies (NOT ORIGINALS)** of certificates and testimonials
3. Only Shortlisted candidates will be invited for interviews.
4. Due to the urgent need for this position to be occupied, we shall be reviewing applications coming in from time to time, and interviews will be conducted once we have received suitable candidates before the deadline of the advert.

