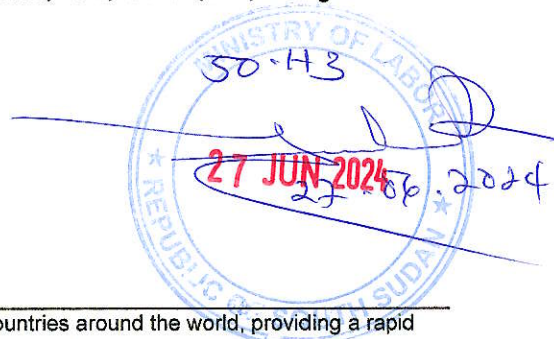


## TERMS OF REFERENCE

**Position:** Health Project Coordinator  
**Locations:** 10 Positions Rumbek, Aweil, Kuajok, Wau, Juba, Torit, Yambio, Bor, Paring

**Length of contract:** One Year  
**Application start:** 27/06/2024  
**Application end:** 17/07/2024



### OVERVIEW OF CTG GLOBAL

CTG staff and support humanitarian projects in fragile and conflict-affected countries around the world, providing a rapid and cost-effective service for development and humanitarian missions. With past performance in 17 countries – from the Middle East, Africa, Europe, and Asia, we have placed more than 20,000 staff all over the world since operations began in 2006.

CTG recruits, deploys and manages the right people with the right skills to implement humanitarian and development projects, from cleaners to obstetricians, and mechanics to infection specialists, we're skilled in emergency response to crises such as the Ebola outbreak in West Africa. Key to successful project delivery is the ability to mobilise at speed; CTG can source and deploy anyone, anywhere, in less than 2 weeks and have done so in 48 hours on a number of occasions.

Through our efficient and agile HR, logistical and operational services, CTG saves multilateral organisations time and money. We handle all our clients' HR related issues, so they are free to focus on their core services.

Visit [www.ctg.org](http://www.ctg.org) to find out more

### OVERVIEW OF THE POSITION

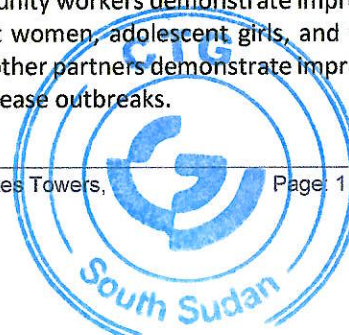
#### Purpose of Activity/Assignment:

The purpose of the Health Project Coordinator is to support the monitoring and supervision of the Health Sector Transformation Project (HSTP) nationwide, more specifically in ten states and 3 Administrative Areas. The Health Project Coordinator will work closely with implementing partners (IPs), County Health Department (CHDs), State Ministry of Health (SMOH) and UNICEF teams in the field offices as well as country office to ensure full support and adequate project oversight, while simultaneously ensuring timely implementation and high quality, high impact primary health care (PHC) services, through robust coordination, capacity building, data/evidence gathering, and supportive supervision.

#### Background & Rationale:

The organization will be implementing a Health Sector Transformation Project (HSTP). The project will start from July 2024 with a clear commitment from Government of South Sudan, project management Organization and implementing partners to boost the implementation and achieve better health results and beyond.

The project is anchored into 3 outputs: 1) Frontline health and community workers demonstrate improved capacity to provide flexible, integrated services for the management of common childhood illnesses to young children in targeted emergency and non-emergency settings; 2) Frontline health and community workers demonstrate improved capacity to provide quality, essential maternal and neonatal care to pregnant women, adolescent girls, and their babies in emergency and non-emergency settings; and 3) The Government and other partners demonstrate improved capacity to deliver routine and supplementary immunization and respond to disease outbreaks.



**Scope of Work:**

The Health Project Coordinator will provide technical support to the IPs, CHDs, and SMOHs in their respective state/administrative area of deployment and UNICEF's Health Staff in the field offices for the implementation and monitoring of activities of HSTP. S/he will: act as a focal point at the state to coordinate with communities, stakeholders, implementing partners and Government counter parts on the activities of HSTP and health humanitarian situation and needs; support the delivery of HSTP in the field - coordinating with IPs in the state, and ensuring the quality of programme and the timeliness of actions delivery; report to UNICEF on key events, activities, gaps, and needs in the field with recommendations for action; ensure the HSTP is following approaches to Accountability to Affected Population (AAP), quality, and acceptance from communities; coordinate with other actors, clusters and stakeholders in the state for UNICEF programs and plans; and provide inputs to SitReps, reports, updates and analysis on HSTP in the state.

**Main Duties and Responsibilities:****Support to Implementing Partners, County Health Departments (CHDs) and the State Ministry of Health (SMOH)**

- Coordinate with the SMOH, CHD, Communities, implementing partners and Stakeholders activities of HSTP and emerging health humanitarian situation/needs.
- Participate in UNICEF strategic discussion for the planning and delivery of the HSTP activities in the field - coordinating with IPs in the state and ensuring the quality of the programme and the timeliness of actions delivery.
- Ensure the HSTP is following approaches to Accountability to Affected Population (AAP), quality, and acceptance from communities.
- Work closely and collaboratively with internal and external colleagues and partners in the field to discuss the HSTP operational and implementation issues, provide solutions, recommendations, and/or alert appropriate officials and stakeholders where necessary for higher-level intervention and/or decision.
- Assess and monitor the delivery of high impact PHC services in health facilities and boma health initiative sites and counties targeted by the project.
- Provide technical support and in-service training/mentorship to existing health workers based on assessed needs to improve quality of care; by disseminating and enforcing the MOH's protocols/guidelines and technical standards and by identifying gaps in skilled health workers at the facility and boma health initiative level for required action.

**HSTP Performance Management**

- Participate in monthly HSTP program reviews with Implementing partners (IPs), SMOH, CHD, and other relevant stakeholders to assess the health programme and report on required action/interventions at the higher level of program management.
- Perform frequent supervision visits to implementing partners, health facilities, and boma health initiative (BHI) sites targeted by the project as per agreed planning and using MOH's quantified supervision checklist (QSC) and BHI supervision checklist to assess progress and ensure that results are achieved by implementing partners. Provide technical support, take appropriate action to resolve issues, and/or refer to relevant officials for resolution. Ensure best practices in pharmaceutical supply chain management (PSCM) and ensure use of the Ministry of Health's Pharmaceutical Management



Information Systems (PMIS) tool kit. Promptly report to supervisor on critical issues, bottlenecks, and potential problems for timely action to achieve results.

- Strengthen the management capacity of County Health Departments (CHDs) in delivery of high impact Primary Health Care services and in carrying out their key stewardship functions.
- Track and capture lessons learned and best practices in the program and ensure the dissemination and application in other locations to maximize program performance.

#### **HSTP Reporting and Quality Assurance**

- Prepare supervision visit reports with findings of each visit and corrective actions to be taken to ensure improved health care service delivery at both community and health facilities levels.
- Convene forums constituting of implementing partner (field based and Country Office-based staff), internal colleagues, and Lot focal persons to discuss key field findings within 5-7 days upon completion of supervision to craft a suitable way forward for performance improvement.
- Support the implementation of the MOH's standard recording and reporting systems (DHIS2), including the health management information system (HMIS) and the Integrated Disease Surveillance and Response (IDSR).
- Work with IPs and CHDs to closely monitor natural disasters such as floods, epidemics/outbreaks, and violence/insecurity and timely share reports on such incidences, including recommendations to safeguard assets, and provide timely and adequate response.
- Monthly, collect and analyze all relevant data and information to gauge the progress of achievement of results under the agreement. Ensure completeness and timeliness of facility and boma reporting and support the use of data for decision-making. Provide inputs to SitReps, reports, updates, and analysis on HSTP in the state. The data will come from various sources (i) the MOH's health management information system (HMIS)/DBHIS2; (ii) the MOH's quantitative supervisory checklist (QSC); (iii) BHI supervision checklist and (iv) internal monitoring, spot check, auditing, and verification mechanisms currently used by UNICEF or newly designed for the HSTP.
- Coordinate and monitor the payment of incentives to health workers through the organization financial service provider to ensure timely and accurate payment using biometric system.

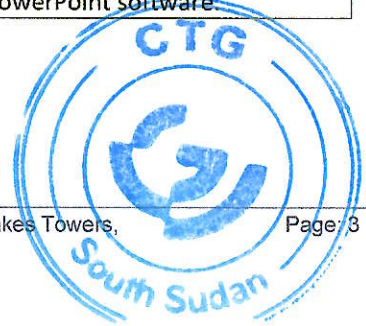


<b>Work Assignment Overview</b>			
<b>Tasks/Milestone</b>	<b>Deliverables/Outputs:</b>	<b>Timeline</b>	<b>Deadline</b>
Participate to strategic planning discussion on HSTP and contribute to inputs in program development and implementation.	Written minutes of strategic planning discussions with key decisions /orientations and ways forward available and disseminated to all implementing actors in the country.	July 1, 2024 - 30 June 2025	30th of each month
Support Health Monitors in conducting supervision visits to implementing partners, health facilities and communities targeted by the project as per agreed monthly plans. Identify bottlenecks and develop and monitor actions plans for partners.	Monthly information on the status of implementation of agreed initial plan, identified bottlenecks, corrective actions and plans aiming to address the bottlenecks.		30th of each month
Conduct on-job training during supportive supervision, and coaching, as needed to health facility staff in specified locations. Supervise training of health workers as required.	Number of locations/health facilities visited; number of health workers trained / coached on-site; number of formal training sessions supervised.		30th of each month
Work with SMOH, CHDs and IPs and organize monthly planning and activity review meetings at state level and closely follow up with partners on capacity building of the CHD and SMOH	Number of CHD and SMOH staff trained / coached; CHD's monitoring plan developed and under implementation; number of field visits implemented jointly with CHD and SMOH staff.		30th of each month
Monitor closely data collection and reporting into DHIS2 to elaborate monthly and final quarterly analytical reports using HMIS and QSC checklist data. Ensure monthly submission and analysis of pharmaceutical report and provide prompt response to ensure zero stock outs.	Monthly data reports, including completeness and timeliness as well as pharmaceuticals stock status to help inform on the progress of the implementation of the programme, and number of effective documented feedback to IPs. Monthly reports of malaria cases tested, cases positive and number treated. Monthly SitReps.		30th of each month
Develop alongside partners the monthly EPI vaccination plans, and monitor implementation of both static and outreach, and mobile vaccinations including COVID-19 vaccination, and SIAs and other vaccination strategies including dry season vaccination and Big Catch vaccination as required. Support monitoring to ensure availability of vaccine and supplies and functionality of equipment at state, county, and health facility level	Monthly progress of vaccination activities (status of EPI monitoring charts) Monthly stock report of physical stock take of vaccines and devices and cold chain equipment inventory update at all supply chain levels in the state		30th of each month
Monitor implementation of county referral plans, quality of service delivery for Hospitals, PHCCs and PHCUs – BEMONC and CEMONC services, Family Planning and HIV/PMTCT and CMR services	Status of services uptake as per the initial plan and target (a sort of gradient monitoring chart with quantities achieved against quantities planned/expected)		30th of each month



Coordinate and monitor the payment of incentives to health workers through UNICEF financial service provider to ensure timely and accurate payment using biometric system	Number of health workers paid timely using UNICEF financial service provider		30th of each month
Provide onsite training of BHWs and Health workers to ensure quality primary health care services; static, outreaches, and at community – BHI.	Number of monitoring plan implemented; number of health care workers including BHWs trained / coached.		30th of each month

<p><b>Minimum Qualifications required:</b></p> <p><input checked="" type="checkbox"/> Bachelors   <input type="checkbox"/> Masters   <input type="checkbox"/> PhD  <input type="checkbox"/> Other</p> <p><b>Enter Disciplines</b></p> <p>Language Requirements: English</p>	<p><b>Knowledge/Expertise/Skills required:</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in one of the following fields is required: public health, management, family health, health research, global/international health, health policy and/or management, environmental health sciences, biostatistics, socio-medical, health education, epidemiology, or another relevant technical field.</li> <li>• A minimum of 5 years of relevant professional experience in programme/project development, planning, implementation, monitoring, evaluation, and administration.</li> <li>• Experience in working in humanitarian / development sector in South Sudan in field locations. Knowledge of the duty station is considered as an asset for this consultancy.</li> <li>• Specialized training/experience in emergency response management highly desirable.</li> <li>• English is required. Local language is an asset.</li> <li>• Diplomacy, conflict management, flexibility, understanding of local cultural and social practices are key success factors for this consultancy.</li> </ul> <p><u>A range of specialized skills:</u></p> <ul style="list-style-type: none"> <li>• Excellent oral and written communication skills and report writing.</li> <li>• In-depth analytical and problem-solving skills.</li> <li>• Excellent facilitation skills, training skills and ability to organize and implement training.</li> <li>• Ability to work in a multi-cultural environment and proven interpersonal skills.</li> <li>• Experience in building successful relationships with government counterparts, UN agencies, CSOs and other relevant stakeholders.</li> <li>• Ability to cope with hardship conditions.</li> <li>• Knowledge of computer management skills including Microsoft Word, Excel, and PowerPoint software</li> </ul>
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Interested candidates should create a profile and apply on job portals website ([click here](#)). Please refer to the vacancy number: VAC-8632. Shortlisted candidates will be contacted for an interview.

- **Qualified female candidates are encouraged to apply for this role.**
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In order to apply for this role please send your CV and Cover letter most preferably by email to the address:

[southsudan@ctg.org](mailto:southsudan@ctg.org)

Please make sure **the subject of your email states "Health Project Coordinator"** or your application might be overlooked  
In Juba – Please deliver you application to CTG office in Rock city

#### IMPORTANT REQUEST

- Please note to name your CV by name e.g., "Mary Deo- CV" or "CV- John Smith"
- Kindly avoid naming CV as CV, Updated CV, by Job tittle or organization name
- For hard copy deliveries kindly include position applied for on the envelope.

