

CONCERN
worldwide

VACANCY ANNOUNCEMENT

BHI Programme Manager X1

Approved by
Smips & HRD

Director of Labour
MINISTRY OF LABOR, PUBLIC SERVICE
& RESOURCE DEVELOPMENT
UNITY STATE, SOUTH SUDAN
DIRECTOR OF LABOUR
& INDUSTRIAL RELATIONS

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health & Nutrition, Shelter, WASH and Livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for a suitable candidate to fill the position of **BHI Programme Manager** based in Leer County, Unity State

Job Purpose:

The BHI Programme Manager based in Leer, will lead the planning, implementation and management of the Boma Health Initiative (BHI) implementing Integrated Community Case Management (iCCM) programme in Leer county, Unity State. The BHI Manager will provide managerial and technical support to the BHI Training Officers, BHI Supervisors and the BHI workers, also known as Community Drug Distributors (CBDs). The programme aims to support reduction of maternal and child mortality through low cost, high impact community based essential health services. The BHI Programme Manager will work hand in hand with the County Health Department (CHD) team of Leer County to map out the allocation and coverage of boma health services in the select locations, including training, distribution of drugs, monitoring and periodic reporting of outputs. S/He will support the Health technical Coordinator in proposal writing and donor reports as well as representing Concern in coordination meetings with health cluster, government authorities, UN and other I/NGOs as necessary. The position will also lead in establishing Concern's footprints as health and nutrition organization in leer county.

Main Duties & Responsibilities:

Programme Management and Technical Supervision:

- Supports the BHI Training Officers, Health and Nutrition team in managing the Boma Health Initiative/integrated community case management in Leer to achieve reduction in maternal and child mortality and increase community ownership of health services
- Provides technical assistance and support to BHI Training Officers, BHI Supervisors and the CBDs including capacity building, mentoring and coaching to improve their capacity and motivation towards providing support to the project
- Ensures the preparation of detailed implementation plan (DIP) and work plans for the BHI programme, in line with donor commitments and programme objectives
- Prepares procurement plans for the purchase of pharmaceutical drugs, medical equipment and other materials required for the programme in line with donor funding
- Manages the BHI programme budget, including preparing budgets, tracking expenditure against approved budgets and proactively addressing over or underspends. Ensure to regularly review monthly Management Accounts and provide feedback to Finance team
- Ensures a strong monitoring system is in place and surveillance data trends for malaria, pneumonia, Cholera, Measles and diarrhoea is tracked, analysed and responses documented to inform programming and measure impact of the project
- Develops an M&E framework and work plan based on the country strategic health & nutrition plan. Organizes project level monthly monitoring support visits with the CHD and other partners to improve the project's implementation efficiency. S/He should participate in

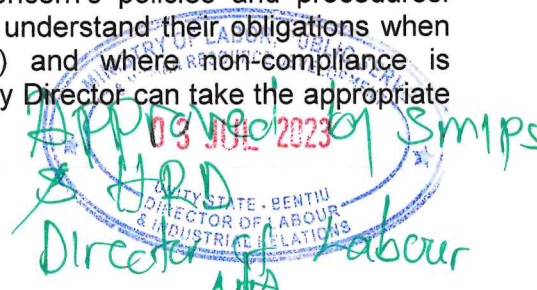
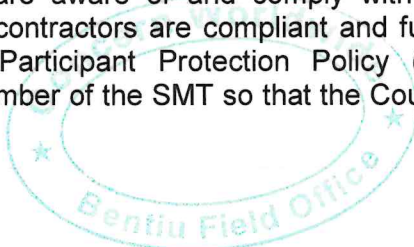
Bentiu Field Office

quarterly programme review meetings presenting programme status on progress against set indicators, key challenges, way forward and plans for the following programme cycle

- Prepares internal quarterly health bulletins providing situational updates on key BHI programme statistics, trends, success stories and pictorial presentation of the programme
- Ensures the programme is rolled out as per the MoH's Basic Package for Health Services (BPHS) and the Country's Health Strategic Plan in South Sudan. S/He will also ensure that best practices and international standards are applied towards project implementation as relevant.
- Provides technical solutions to health related issues facing the population in the areas of operation regarding malaria, diarrhoea and pneumonia disease trends and contribute to the sector wide development of standards
- Conducts frequent supervision visit to Coalition for Humanity BHI project sites in Mayendit County and provide technical support to CH BHI team.
- Capacity Building of Concern and CHD staff
- Provides technical support to CHDs on identification and training of Boma level health workers, diagnosis and treatment of malaria, pneumonia and diarrhoea illnesses at the community level in Leer County.
- Leads the identification of needs for capacity-building actions and technical support areas to both Concern staff and CHD staff
- Prepares a workable training plan to ensure all BHI workers undertake the necessary trainings relevant to the iCCM programme such as the IMNCI, Rational Drug Use trainings and Supply chain management. Maintain and regularly update the database of trained personnel to help cascade acquired knowledge and skills to other health teams
- Develops a capacity-building strategy for the County Health Department targeting future transition of health services to the State Ministry of Health. Develop the capacity of the County Health Department to plan, monitor and coordinate service delivery.
- Trains and Mentors the CHD Director and CHD department heads on effective planning, management methodologies, quality health service delivery, and reporting, monitoring, supportive supervision and coordination and resource mobilization.
- Organizes joint supportive supervision using standard checklists, draw action points from the joint visit and ensure follow up and feedback on the implementation of the action points
- Coordinates the organization and delivery of the capacity-building actions such as regular mentoring, trainings, active participation in coordination meetings etc..
- Monitors and reviews the progress of capacity building activities and prepare the CHD to take full responsibility on delivery of health care services in the county
- Organizes and conducts quarterly review meetings with CHD, SMOH and key stakeholders to discuss the achievements, track progress, challenges and plan for the subsequent quarters

Human Resources:

- Manages the BHI staff, ensuring that work plans are set and adhered to, identifying training and capacity building opportunities, and contributing to their capacity building and career development, including through on-the-job training
- Ensures that the health team have up to date job descriptions, clear objectives clearly stated in the Performance Development Review Plans and identify and facilitate training needs when required
- Ensures that each member of the team fully understands outcomes expected of them, by setting SMART objectives, and that they are aware of the success criteria relating to their work
- Monitors and reviews performance and hold staff accountable for meeting the success criteria; give corrective feedback where required and take decisive action in the case of poor performance
- Ensures that all staff are aware of and comply with Concern's policies and procedures. Ensures that staff and contractors are compliant and fully understand their obligations when signing the Program Participant Protection Policy (P4) and where non-compliance is suspected, inform a member of the SMT so that the Country Director can take the appropriate action



- Ensures all programme stakeholders and beneficiaries understand and utilize Concern's Complaint Response Mechanism (CRM) through available channels such as Suggestion Boxes, shared CRM Phone numbers, Concern staff, Help Desks installed during distributions etc..
- Helps in the recruitment of additional staff as needed

Reporting and Donor Compliance:

- In collaboration with the Programme Quality Unit (Grants), Contribute to the development of health programme proposals, budgets and concept notes as needed, particularly building on lessons learned from previous programme experience and contribute to multi-sectoral programme proposals
- Prepare and timely share high quality internal, Cluster and donor reports for the health programme, in line with donor requirements (narrative and financial);

Representation and Coordination:

- Shares relevant information with all of Concern's health programmes and remain up-to-date of key health related developments in South Sudan including outbreaks, policy changes or general health information
- Represents Concern at government departments, donors and communities in State and County levels, with the support from the Health and Nutrition Coordinator, as required
- Works closely with Country health & nutrition team as and when required.

Other:

- Supports cross-sectoral periodic programme reviews in order to assess programme progress, capture lessons learnt and adapt programme strategies as necessary in accordance with Concern's results-based management principles. Ensure mainstreaming of cross cutting issues/approaches throughout the programme cycle including Gender, Protection, HIV and Aids, Rights Based Approach, Accountability and do no harm philosophy
- Be aware of, understand and comply with all of Concern's policies and procedures (P4, finance, logistics, HR, security management etc.)
- Contributes to ongoing security management and planning as necessary
- Actively participate in any emergency response if called upon to do so (within the existing programme area or in a new one)
- Undertakes other related duties as may reasonably be assigned by the Country Director or the line manager

Emergency Response

Concern is committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and the South Sudan Programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization

Person specifications/qualifications



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- Master in Public health in addition to a degree in Human medicine from a recognized university
- Degree in clinical medicine, Nutrition degree or nutrition post graduate qualification or public health/nursing qualification and/or project management
- At least 5 years experiences in related disciplines in rural hospital setting and experience in managing mobile clinics and outreach is an asset
- Experience of designing, setting up and implementing low cost, high impact community level development projects
- Experience in analysing and interpreting data and writing reports to a high technical standard using DHIS2 tool and other internal reporting tools
- Experience in development of donor proposals, budget management and donor reporting
- Familiarity with IT equipment, HF/VHF radios and security issues
- Previous experience of working in South Sudan
- Excellent command of oral and written English
- Ability to prepare project related reports/ documents

Key competencies:

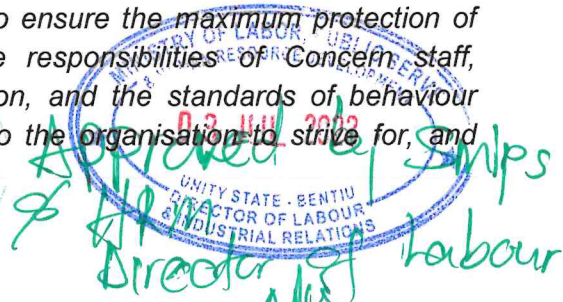
- A team leader and team player with significant experience in team building with strong organisational, interpersonal and communications skills
- Strong organisational, interpersonal, communications and networking skills. Good training, presentation and persuasions skills
- Good verbal and written communication and strong analytical skills
- Good Clinical knowledge
- A good understanding of security context and its relevance to programme delivery & design
- Understanding and sensitivity to cross cultural issues; ability to work and remain calm under pressure; good people development and motivation skills
- Flexible, reliable and adaptable to changing environments and volatile security settings
- Diplomatic - a commitment to working through systems of community participation and mobilization
- Ability to take initiative, work independently with minimal supervision, and as part of a team
- Willingness to travel and live under basic conditions
- Ability to take initiative and work with minimal supervision

CRM Accountability

- In line with Concern's commitments under the Core Humanitarian Standard (CHS):
- Actively promotes meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E);
- Works with relevant colleagues to ensure that the Complaints and Response Mechanism (CRM) is functional and accessible, that feedback and complaints are welcomed and addressed;
- Works with relevant colleagues to ensure that information about CRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities

Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational **Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy**. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and



maintain, the **highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission**. Any candidate offered a job with Concern Worldwide will be expected to **sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment**. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the **safeguarding** and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including **criminal background checking**.

How to apply:

1. Interested candidates are requested to submit their Applications, Updated CVs of not more than 3 pages and copies of their **Nationality ID, Educational Certificates and Labour Card** to HR Department at Juba and Bentiu offices or email to vacancies.juba@concern.net not later than **17th July 2023 (advert opened on 3rd July 2023)**
2. The position is strictly open to South Sudanese nationals only
3. Only shortlisted candidates will be contacted and applications submitted will not be returned
4. Do complete the **summary profile & criminal background Check forms** when submitting your application

**CONCERN WORLDWIDE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT CHARGE FOR ANY KIND OF RECRUITMENT.
WOMEN ARE STRONGLY ENCOURAGED TO APPLY TO OUR ORGANIZATION. WE CELEBRATE DIVERSITY.**

