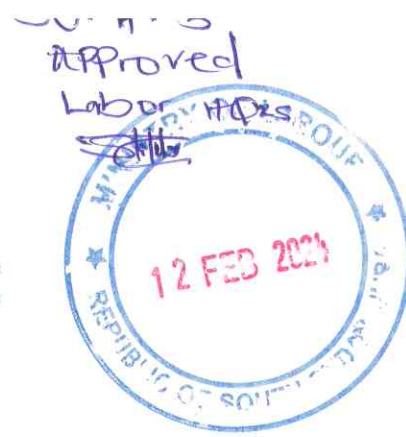


IntraHealth

Best. Health. Workers. Save. Lives.



Job vacancy

Job Title: Coupon Managers
Locations: Juba (1) Nimule (1) and Rumbek (1)
Contract Type: Temporary Hire
Reporting to: Site Supervisor
No. Posts: 3 Position
Duration: 5 Months
Application Deadline: February 29, 2024

BACKGROUND

IntraHealth International, Inc is a US based, global health nonprofit organization that has worked for 40 years in over 100 countries including South Sudan. Currently, IntraHealth is implementing some projects in South Sudan with funding from USAID in collaboration with Government of South Sudan Ministry of Health (MOH) and South Sudan AIDS Commission. Our mission is to improve the performance of health workers and strengthen the systems in which they work so that everyone everywhere has the health care they need to thrive. IntraHealth's programs generate long term social and economic impact to keep communities around the world healthy, strong, and prosperous. And our dynamic staff are passionate about global health and committed to excellence.

PRIMARY RESPONSIBILITIES

The successful candidate will work under the direction of the site supervisors and will be responsible for serving as a screener and will oversee electronic coupon tracking system for the survey. Sensitivity to issues related to HIV/AIDS and ability to work with stigmatized populations is required.

ESSENTIAL FUNCTIONS

- Register coupon information in database.
- Coordinate with the receptionist on the scheduling of study appointments and responses to participant member inquiries.
- Check the validity of peer recruitment coupons, using the software program Respondent Driven Sampling (RDS) Coupon Manager.
- Verify study eligibility using a screening checklist.
- Assign study id number and a unique identifying code for each participant.
- Explain study procedures.
- Issue informed consent for the interview and for HIV counseling and testing.
- Escort participant to interview.



- Monitor issuance and receipt of peer recruitment coupons using an electronic coupon tracking system.
- Maintain strict confidentiality of participants.
- Distribute and monitor study compensation using financial tracking form.
- Conduct exit interviews for eligible individuals refusing to enroll, participants voluntarily refusing testing procedures or test results, or participants voluntary withdrawing from study
- Instruct participants on participant recruitment and issue coupons.
- Provide participant incentives during first and second visits.
- Provide appointment cards for next scheduled visit.
- Label coupons (e.g., invalid, used) and ensure correct coupon IDs are used, using the software program Respondent Driven Sampling (RDS) Coupon Manager.
- Manage study tablets and other data management issues.
- Ensure data security, storage and back-up daily of study tablets.
- Perform other duties, as assigned by the site supervisor.

EDUCATION/EXPERIENCE REQUIREMENTS

- Degree/diploma in social sciences (anthropology, demography, psychology, public health, sociology), health sciences, information technology, or equivalent work experience in survey interviewing.
- At least one year of work experience with FSW.
- Experience working on a research study, particularly about HIV.
- Excellent computer skills and proficiency in Microsoft Word and MS Excel.
- Able to read and write in English, speak Juba- Arabic and local language within the area.
- Strong organizational skills.
- Good interpersonal and communication skills.
- Previous experience in work that covers sensitive topics.
- Ability to work an alternative schedule (including evenings and weekends), as requested.
- Availability for duration of the survey.
- **Due to the nature of the study, Women are particularly encouraged to apply.**



COMPETENCIES

Innovation: Develops new, better or significantly different ideas, methods, solutions or initiatives within your role that result in improvement of IntraHealth's performance and meeting objectives, results and global commitments.



Accountability: Holds self and others accountable for all work activities, research and personal actions and decisions; follows through on commitments and focuses on those activities that have the greatest impact on meeting measurable high-quality results for IntraHealth's success. Exercise ethical practices, respectful words and behaviors and equitable treatment of others in all activities.

Service Excellence: Knowledge of and ability to put into action customer service concepts, processes, and techniques to access internal and/or external client needs and expectations and meet or exceed those needs and expectations through providing excellent service directly or indirectly.

Effective Communication (Oral and Written): Understands effective communication concepts, tools and techniques; ability to effectively transmit, explain complex technical concepts in simple, clear language appropriate to the audience; and receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviors.

Planning and Organizing: Develops clear goals that are consistent with agreed upon strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate time and resources for completing work; foresees risks and allows for contingencies when planning; and monitors and adjusts plans and actions as necessary.

Interpersonal Relationships: Knowledge of and the ability to effectively interact within and across Divisions, Departments/Country Offices and with international partners in a constructive and collaborative manner.

Application Procedure

Interested and competent candidates should apply through the below link:

<http://www.intrahealth.org/section/careers>

Hard copies of applications can also be dropped to IntraHealth International office located at Juba Nabari, Plot No. 225. Nimule Hospital ART Department C/o Batista Baruga, and Y'o care office within Rumbek Hospital

Addressed Human Resource Department. Kindly, attach an Application Letter, copy of National ID card, Academic Credentials, and a Curriculum Vitae (CV) including contact details of 3 professional references who must be the most recent or current supervisor.

Deadline for receiving applications is 17:00pm. Juba South Sudan Time by February 29, 2024.

This position is open to South Sudanese nationals ONLY and priority will be given to applicants within the project sites.

IntraHealth International is an Equal Opportunity/Affirmative Action Employer

