



**Job Advertisement**  
**Medical Manager, Stabilization Centre**  
**Based in Renk County.**

SB-H-3  
Approved by *[Signature]*  
170L/RSC/JT  
21/07/2022  
21 JUL 2022  
REPUBLIC OF SOUTH SUDAN  
MINISTRY OF HEALTH

<b>Job Title</b>	Medical Manager, Stabilization Centre
<b>Location</b>	Renk County
<b>Job Holder Reports To</b>	Nutrition Project Manager
<b>Overall, Purpose</b>	The purpose of the Medical Manager, Stabilization Centre (SC) is to assist in the direct implementation of nutrition interventions in Renk County with a focus on the nutrition Stabilization Centre. This involves implementing quality clinical and nutritional care services to patients in the Stabilization Centre and also contributing to the achievement of proposal objectives within the planned time scale and budget for the areas of responsibility within the nutrition project. Activities include implementation of the new 2018 South Sudan SC guidelines for children with Severe Acute Malnutrition with medical complications to meet the highest quality standards. The Medical Manager provides supervision and training to local staff to allow them to implement the programmes. He/she is also in charge of writing reports and keeping good data records to assist with ensuring adequate stocks, providing training to local nutrition staff on the treatment of coexisting illnesses among malnourished patients, and contribute in monitoring the overall nutrition situation in the County
<b>Project Overview</b>	Multi-sector response program to support vulnerable populations in Renk County including provision of primary healthcare, full CMAM program, MIYCN, WASH services and community-based behaviour change through Care Groups.
<b>Functional Links</b>	Ministry of Health Medical Officer
<b>Internal:</b>	Nutrition teams; Nutrition Managers; Nutrition Project Manager; Project Coordinator; support team.
<b>External:</b>	Beneficiaries; partner organisations UNICEF and WFP; local authorities and community leaders; members of County Health Department (CHD).

**Major Duties and Responsibilities**

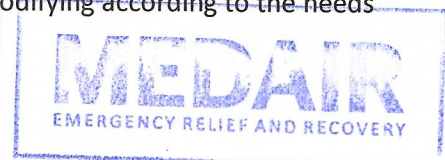
**Technical & quality management**

- Be responsible for the implementation, management, supervision and support of the assigned nutrition project in line with the activity plan and timeframe of the relevant project proposal and any applicable national and international guidelines and standards
- Provide management, technical supervision and clinical support to staff based in the Medair stabilisation centre facility in Abayok. The facility provides inpatient care for malnourished children suffering from additional medical complications.

**In particular he/she will ensure:**

- The daily clinical examination of all patients in the SC (from Monday to Saturday, with clinical examination on Sunday for specific/critical cases). Ensuring also a medical round before leaving in the afternoon, to ensure a good clinical management by the staff in night duty
- The correct and timely implementation of the protocols in the SC (according to the national, WHO and Medair protocols already in place)
- The prescription of treatment and follow up of complicated cases
- The follow-up of prescribed medical treatment, adapting and modifying according to the needs

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- Register every new finding, treatment procedures performed or prescribed, in a clear and concise way on the patient's file.
- Communicate, via phone (or radio) during the night time to support the paramedical staff in the management of complicated and critical cases.
- Transfer patients to referral hospital facilities when needed
- Provide training (formal and on-job training) to the staff in the SC and, more episodically, to the nutrition staff of the different static clinics in Jelhak, Shemidi and Geiger and to the mobile team (management of co-existing illnesses in malnourished children)
- Ensure that regular monitoring and evaluation assessments are conducted both against project objectives and to ensure the quality of the programme, with reports being made to the relevant field managers
- Provide input into the integration of beneficiary participation and accountability in all aspects of the project.
- Oversee the process of data collection, collation and dissemination in the Stabilization Centre to meet the requirements and deadlines set by Medair and/or external partners
- Ensure accurate and timely reporting of activities of the Stabilization Centre for internal and external reports (e.g., weekly, monthly, quarterly and final reports) as requested by field managers, HQ and donors
- Input into the development of the country strategy, new projects and/or donor proposals as requested by field managers
- Provide cover for administrative responsibilities of nutrition managers, when necessary

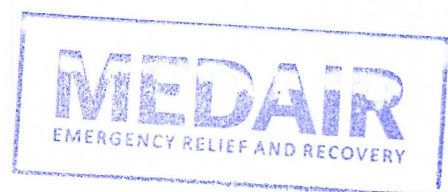
#### **Staff Management**

- Assist the Nutrition Project Manager to manage and oversee the assigned Nutrition team including recruitment, day-to-day management, development and training, appraisals, etc. The nutrition team includes certified health staff (e.g., clinical officers and Nurses) other nutrition staff (Nutrition Assistants) and support staff (Cooks/Cleaners).
- Provide direct line management of SC clinic-in-charge, Nurses and Nutrition Assistant, including MoH staff assigned to the SC and incentivised by Medair.
- Ensure the assigned nutrition Stabilization Centre team members receive relevant and appropriate supervision, coaching, mentoring and training in order to develop their personal and professional skills, knowledge and understanding, including MoH staff assigned to the SC and incentivised by Medair, as part of Medair's local capacity building strategy. This will be through both on-the-job training and formal training sessions
- Promote the health and security of the SC team by ensuring the application of security guidelines, health and safety in the workplace and healthy living conditions and practices

#### **Logistics/SC Pharmacy**

- Work with Project Manager to ensure the correct and timely ordering (within budgetary constraints) of all necessary medicines, supplies and equipment for the SC and activities, ensuring minimum stocks are maintained and items are stored and distributed correctly
- Liaise with logistics team to ensure correct storage and stock management of SC consumables within Medair base storage.

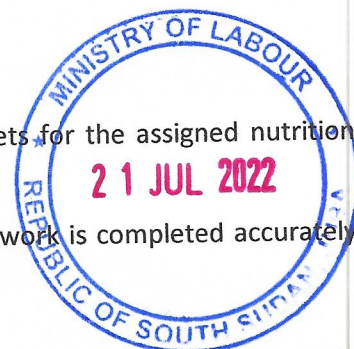
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- Work with SC staff to ensure correct storage and stock management within the Stabilization Centre — including weekly stock reporting, facility request filling, stock record keeping and maintenance of adequate stock levels of therapeutic food and drugs

### Financial Management

- Work with the relevant field managers to plan, construct and manage budgets for the assigned nutrition project
- Coordinate and oversee petty cash requirements, ensuring all required paperwork is completed accurately and in a timely manner



### Communication and Coordination

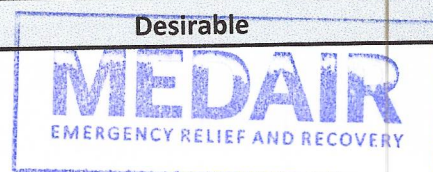
- Develop and maintain appropriate, regular, transparent and supportive communication structures with the SC team, Medair in-country nutrition managers, project managers and advisors, and other relevant stakeholders (e.g., beneficiaries, community leaders, local and national government officials, UN agencies and other NGOs).
- Represent Medair at relevant local level coordination meetings involving local authorities and other NGOs

### Quality Management

- Implement, as far as is possible within operational constraints, relevant policies and standards relating to nutrition service delivery including SPHERE standards, Ministry of Health and donor guidelines
- Participate as requested in Medair internal workshops and distance learning sessions to keep up with changing trends, new guidelines and best practices
- From time-to-time conduct field trips to OTP clinic sites for quality checks and supportive supervision

Person Specification		
Qualification / Experience	Essential	Desirable
Vocational qualification	Higher level qualification: medical doctor.	Education/training/experience in humanitarian work Education/training/experience in community-based approaches in health and Nutrition programming
Work experience	2 years post-qualification medical professional experience/ nutrition programming	1-year Management experiences
Languages	Good English (spoken and written) Fluent in spoken Arabic Good interpersonal skills	
IT	Computer literate with good working knowledge of Microsoft Excel, Word, Outlook and PowerPoint	Experience with nutrition data and stock reporting Virtual online collaboration platforms such as Microsoft Teams, Skype, Drop Box, for virtual meetings and online reporting team collaboration
Competencies	Essential	Desirable

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<b>Job Commitment</b>	
<b>Planned start date</b>	As soon as possible
<b>Duration of commitment</b>	01 August 2022 – 31 December 2022
<b>Date Issued</b>	<b>21/7/2022</b>
<b>Deadline</b>	<b>9/8/2022 at 5:00 PM South Sudan local time</b>
<b>Application Details</b>	<p>For the advert, use the below:  <b>Application details:</b>  To apply, go to this website address and fill out the form:  <a href="https://forms.gle/z8MDTA6Qi5zFF87a7">https://forms.gle/z8MDTA6Qi5zFF87a7</a></p> <p><b>Only candidates who have applied through the above link shall be considered.</b> Or Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: <b>Recruitment Human Resources Department Medair South Sudan - Theo Road, Hai Tong Ping</b> or e-mail: <a href="mailto:recruitment-sds@medair.org">recruitment-sds@medair.org</a>.</p>



Note: This position is for South Sudanese nationals Only. As the position is urgently needed, shortlisting shall be conducted on a rolling basis. Due to the large number of applications we receive, only shortlisted candidates shall be contacted.

According to South Sudan labour law, Medair does not discriminate, directly, against any job applicant especially based on race, tribe or place of origin, national extraction, colour, sex, pregnancy or childbirth, marital status, family responsibilities, religious, political opinion disability

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