


Catholic Medical Mission Board

ART Clinical Officer Job Description

Position Title: ART Clinical Officer
Department: SSHARP
Location: Juba & Yambio County
Reports: Care & Treatment Lead
Date: April 5, 2024

SB-H-3
 Approved by Secy
 MOL/RSST/1
 05/04/2024



About CMMB

Catholic Medical Mission Board (CMMB) is an international developmental organization that believes in a world in which every human life is valued, and health and human dignity are shared by all. We believe that access to quality healthcare is a basic human right. For nearly 110 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. For further information on CMMB South Sudan, visit our webpage at www.cmmb.org.

CMMB has been working in South Sudan for over a decade providing a package of integrated health services to vulnerable populations, redressing issues that affect the health and wellbeing of mothers, children and newborns. CMMB supports the Ministry of Health (MOH), working with other health partners, to provide: (a) a continuum of care through integrated health services (MNCH, nutrition, WASH, Child Protection and GBV) and health infrastructure strengthening at the community, facility, County and State levels; (b) health workforce capacity strengthening through on the job mentoring and training, as well as leveraging CMMB's international volunteer program; and (c) Health Information System strengthening through transitioning from paper based data collection and reporting to more accurate and timely electronic systems, reproducing and disseminating health registers and training of SMOH data clerks. CMMB also promotes equal access to basic essential medicine through its medical donation program.

Job Summary:

Follow-up management of Clients in the ART Clinic in collaboration with MoH ART In-charge Ensures and organizes medical consultations for clients and population by context CMMB South Sudan protocols while respecting universal hygiene standards.

Responsibilities and tasks:

- Monitoring and supervising in collaboration with the MoH ART in charge to ensure that all departments in the HIV clinic are running properly. This includes Triage and Nursing activities, Clinical consultations, Laboratory, ART Pharmacy and Dispensary, PICT, VCT, PMTCT, and Adherence counseling; communication skills are required.
- The ART clinician is responsible for the following tools (Client's files, ART card, Client handheld card, TB screening card, VL lab requisition form, IPT & Pre-TB register)
- Perform initial screening of the clients.
- Support the ART Clients in terms of adherence by doing patient education during follow-up visits.
- Follow up with the Clients on ART in collaboration with the MoH ART in charge.



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 Plot 710 - 3K, Kololo
 Juba, State
 South Sudan

- Ensure good patient flow by working efficiently with the other medical team members.
- Ensures follow-up of clients pre-HAART and post-HAART to increase patient uptake in the ART clinic, focusing mainly on pediatric patients.
- Ensure that all Clients eligible for ART start ARVs in Good time without unnecessary delay, focusing mainly on pediatrics retention and Mothers.
- Diagnose and manage opportunistic infections, according to the guidelines (IOs), including Chronic Diarrhea, Kaposi's sarcoma, PCP, toxoplasmosis, Cryptococcus meningitis, etc.
- Ensure that all suspected HIV/TB co-infection Clients undergo proper clinical examination and investigations and are referred to TB clinic.
- Ensure that all COs and nurses in the HIV clinic are following WHO, MoH, and PEPFAR Guidelines
- In charge of training the staff in the HIV clinic in collaboration with the MoH ART in-charge.
- Ensure a good course of medical activities within the HIV Clinic by correctly implementing prescriptions.
- Ensure a quality medical follow-up of Clients and refer them to specialist doctors or other health facilities when necessary.
- Ensure that Clients with side effects due to ARVs and IRIS (Immune reconstitution inflammatory syndrome) switched therapy in good time
- Ensure triage quality within the health facility by training and supporting ART staff.
- Carry out first aid care and treatment according to protocols in case of an emergency in the ART clinic.
- Train and motivate the medical team working in the HIV Clinic.
- Know and implement Clients' Therapeutic Education (PTE), i.e., keeping contact with all patients, giving them information regarding their state, and responding to their questions.
- Be aware of the importance and appropriate use of the Post Exposure Prophylaxis (PEP) kit.
- Be aware of the Sexually Gender Based Violence (SGBV) protocol and try to identify possible victims of SGBV so that they receive the necessary treatment according to protocols.
- Know and apply universal hygiene standards and infection prevention and control measures in the ART premises.
- Promote and maintain confidentiality regarding all Client's cases and records.
- Work with the Community liaison officer to ensure missed appointment tracing is done and report all Interruptions in treatment (IIT- follow up) for Pre-HAART and Post-HAART cases, especially Pediatrics cases.
- Assist the MoH ART Charge with on-site mentorship - to all ART staff.
- Participate in medical discussions technical and operational meetings, as regards the SSHARP Project.
- Actively contribute to the development of the SSHARP project
- Record all medical activities performed in individual client's handheld cards and registers.
- Prescribe drugs and treatment according to MoH and PEPFAR guidelines and protocols.
- Participate in preparing protocols and guidelines for medical activities to ensure continuity of care when not present.
- Follow-up and ensure availability of medical supplies in the HIV clinic, including ARVs pediatrics formulation for children, Laboratory supplies, VL & EID supplies, and other reagents.
- Responsible for proper record-taking, including DHIS2 and Client's files
- Look after all equipment provided.



- Ensure that no material is taken out without prior authorization.
- Keep an updated inventory of all materials and equipment used and ask for all renewable materials needed in advance.
- Report monthly stock status and submit to MoH and Implementing partner.
- Report any foreseen shortage to the responsible for supporting MoH with MSF buffer stock.
- To participate in HIV/TB technical working group meetings.
- Regular active participation in multi-disciplinary team (MDT) meetings every Friday.
- Organize and participate in monthly departmental meetings. Any other duties as assigned.

1. Qualifications and Competencies.

Qualifications & Experience Required:

- Diploma or bachelor's degree in clinical medicine or public health.
- Minimum five years of relevant experience in public health management or HIV program.
- Additional training/certification in pharmaceutical training– may be advantageous.

Job Competencies:

- Strong communication and people management skills
- Excellent verbal and written communication skills.
- Maintain the highest level of confidentiality and empathy when dealing with Clients.

How to apply:

Please submit your CV and covering letter addressed to CMMB South Sudan at the following email address: CMMBSouthSudanjobs@cmmb.org by latest the **April 29, 2024**. Please note that due the urgent nature of the position, evaluation of application will be on a rolling basis. We encourage qualified female candidates to apply. Applications can also be submitted to the below address during working hours between 8.00am and 5.00pm:

Rahwa Building next to Phenica supermarket.
Plot 710-3 Kololo
Juba South Sudan
Tel: 0925 741 882

Please note: "CMMB has zero tolerance on Sexual Exploitation, Abuse and Harassment (SEAH), and therefore the successful candidate will be subject to a through SEAH reference check in accordance with CMMB policies. In that regard, please read and sign the self-declaration and consent form on the last page and return with your application. Please note, your application will not be considered if your signed self-declaration and consent form is not received along with your application."

