



**world relief**<sup>TM</sup>  
SOUTH SUDAN

**STAND / FOR THE VULNERABLE**<sup>TM</sup>

World Relief South Sudan  
Hai Cinema P.O. BOX 41  
Juba, South Sudan

[www.worldrelief.org](http://www.worldrelief.org)

**JOB DESCRIPTION**

Job Title: Health Coordinator  
Department: Health  
Reports to: Health and Nutrition Manager  
Supervises: N/A  
Duty Station: Juba

50-14-3  
Approved by  
Inspector



**POSITION SUMMARY**

The Health Coordinator, under the Programs, is responsible for supporting the health projects and activities for WRSS. The Health Coordinator ensures the provision of quality health services through managing an efficient supply chain of pharmaceuticals and medical supplies in accordance with all recognized standards for both purchased and gift-in-kind items. The Health Coordinator also builds the capacity of other staff through guidance, supervision, and training on issues related to the supplies, as well as other health topics. The Health Coordinator may also represent WRSS in health forums and deputize in a management role, as needed. The Health Coordinator will provide input in proposal development and reporting. Duties of this position will be dispatched at the Country Office and Field Offices.

**KEY RESPONSIBILITIES**

- Provide technical advice to key county health program staff in pharmacy management; including estimation, forecasting, stock management in healthcare facilities, good dispensary management, controlled drug management, sharps management.
- Provide training and technical support to the supported health facilities staff to ensure the proper stock, management, order and reporting of pharmaceutical supplies;
- Support the Health team in data analysis to optimize the management of drugs and medical supplies (needs assessment, purchase, control, supply, consumption, rational use, cold chain, expiry dates, overstock/shortage etc.);



- Receives and keeps record and tracks utilization of all drugs, medicine consumables and equipment received in Juba for utilization and tracks the consumption and these on a regular basis.
- Responsible for the correct follow up and documentation of the items in the drugs warehouse and the in/out flows of items from and in the drugs
- Set-up a system to ensure regular and appropriate use of the pharmaceutical management information system tools (inventory records, stock cards, delivery notes, computer tools etc.) in all supported health facilities;
- Support and guide the health team and logistics in the planning and purchase of drugs, consumables and equipment, in accordance with MOH guidelines and protocols;
- Ad-hoc monitoring missions to the clinics and Facilities drug stores, giving technical guidance on store management and supplies security.
- Compilation and submission of Pharmaceutical Information Management System reports on weekly and monthly basis
- Contribute to proposal development, project management, and report writing.
- Represent WRSS in meetings, as directed by the Deputy Country Director and or Health and Nutrition Manager.
- Maintain a Christian witness to the communities
- With a generous and serving spirit perform all other tasks and responsibilities assigned for the benefit of World Relief.

#### QUALIFICATIONS

- Bachelor's degree or Diploma in Pharmacy/. Medicine or other qualifying related degree required.
- Valid practicing certificate with at least 3 years of experience.
- Three years of work experience with a recognized institution or NGO in a related position.
- Experience in applying national and international protocols and guidelines.
- Experience in reporting for grants from public funding (USG, UN, EU, etc.)

#### SKILLS REQUIRED

- Excellent skills in Microsoft Office, including Word, Excel, and Outlook.
- Excellent written and oral English communication.
- Demonstrated math skills.
- Able to travel and work throughout South Sudan, in all WRSS project locations.
- Able to maintain performance expectations in hardship locations with basic accommodations.
- Humility, teamwork, and flexibility.
- Ability to understand and work in different cultures.
- Arabic language skills.



## APPLICATION PROCEDURES



Potential candidates desiring consideration for this position should submit the following:

- Application letter expressing your motivation for the position;
- Current CV, copies of diplomas and certificates, including nationality (no original documents);
- List of three former supervisors who can serve as job references, as well as a church reference, with valid email addresses and contact numbers.

Interested potential candidates should submit the above items in the application in any one of the following ways:

Submission to the World Relief Juba Office in Hai Cinema Tender Box) or Online submission by email to [WRSSRecruitment@wr.org](mailto:WRSSRecruitment@wr.org) copying [GElizabeth@wr.org](mailto:GElizabeth@wr.org) including the job title in the subject line or email.

Applications must be received by 15th September, 2023 at 5:00PM. Applications will be reviewed as they are being received and only shortlisted candidates will be contacted.

