



SOUTH SUDAN NETWORK OF PLHIV (SSNeP+)

HEAD OFFICE
HAI NIMRA TALATA BEHIND MCC BUILDING
Juba, South Sudan



JOB Profile
South Sudan Network of PLHIV

Job Title: Data Clerk	Project: AHEC Activity	Country: South Sudan
Job Family: Programs	Position: 2	Reporting To: M&E Officer
Duty Station: Juba	Start Date: 15 th /08/2023	Location: Kimu & Lutheran PHCC

Introduction

South Sudan Network of people Living with HIV [SSNeP+] is an umbrella of States Networks Member Associations and support groups of People Living with HIV/AIDS, in South Sudan. SSNeP+ with funding from Global Fund through UNFPA/Cordaid is implementing HIV/AIDS program in fourteen (14) locations namely Malakal, Kuajok, Bor, Rumbek, Wau, Torit, Tombura, Yei and Maridi, Ikotos, Maqwi, Nimule, Nzara, Izo and the Grand Under Contract from USAID/PEPFAR through IntraHealth International is implementing HIV/AIDS programme in 4 ART facilities in Juba;- Munuki PHCC, Gurie PHCC, Kimu PHCC and Lutheran PHCC respectively in South Sudan.

PROJECT DESCRIPTION AND SUMMARY OF ROLE

Advancing HIV & AIDS Epidemic Control (AHEC) Activity is a USAID funded consortium led by IntraHealth to create a community-led response and aggressively strengthen HIV services along the prevention-to-care continuum, paying special attention to case finding and retention. This four-year contract builds on IntraHealth’s 15-year history of partnership in South Sudan as it works with the government to increase the effectiveness and efficiency of the country’s efforts toward HIV epidemic control. Through a layered approach with local organizations and PEPFAR implementing partners, the South Sudanese government, and local communities, AHEC will build local capacity and resilience and adapt evidence-based HIV prevention, care, and treatment interventions for people living with HIV.

The Data Clerk is responsible for HIV patient files and the overall facility data collection and reporting.

ESSENTIAL FUNCTIONS

- Assemble patient's files in a correct and orderly manner to ensure that all the patients' files and information are easily accessible and well organized in the files, shelves, and cabinets.
- Ensure all hard copies and soft copies of the reports are kept confidential.
- Put into the files all the clients' documents such as HIV test results, treatment prescription, Viral load and CD4 results, TB screening results, and or any relevant test results.
- Create new files for new clients at the center and ensure that all necessary forms are attached to the patient files.
- Complete attendance records for the clients at the unit.
- Call clients who have been lost to follow up at the facility.
- Guide clients and visitors at the unit to ensure organization and easy flow of services.
- Enter accurate data into databases as per the project and MOHSS data collection and reporting guidelines and procedures
- Compile daily, weekly and monthly reports for the clinical team to review and make decisions based on the data
- Submit reports periodically and on an ad hoc basis as required by MOHSS or IntraHealth using different means such as email, telephone, or hard copies
- Order stationeries as may be directed by the doctor, clinical officer, or nurse
- Follow up clients who missed their appointments using the appointment logbook or tracking tool
- Work closely with adherence counselors/peer navigators and PLHIV support group members to stay in touch with clients to prevent lost to follow up
- Ensure that all HIV data and reports produced in the facility are correct, complete, and reliable
- Ensure confidentiality and integrity during all stages of HIV related data management

EDUCATION/EXPERIENCE REQUIREMENTS

- Certificate/Diploma in Computer science or Information technology or related field of health
- Minimum 2 years' experience as data entry preferably in HIV/AIDS programs.
- Very organized and detail oriented and able to work under pressure.

- Proven experience in data management.
- Computer literacy in Word, Excel, Power Point.
- Proficient in the use of MOH data reporting system (DHIS2)
- Oral and written proficiency in English required; language skills in Juba Arabic, Amharic, Zande, and Swahili languages are desirable.

COMPETENCIES

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Accountability: 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. Exercises 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.

Problem Solving: Knowledge of approaches, tools, techniques for recognizing, anticipating, and resolving operational or process problems; ability to apply this knowledge appropriately to diverse situations.

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

Managing Multiple Priorities: Ability to manage multiple concurrent objectives, projects, groups, or activities, making effective judgments as to prioritization and time allocation.

Further information on how to apply.

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, national ID and qualification documents,

both phone and email contact details of at least 3 referees, including most recent/current employer/supervisor to the following email ssnepjuba@gmail.com

Application can also be hand dropped at SSNeP+ Juba Office at Nimra-Talata Behind MCC Building or JEDCO Electricity Company to the attention of the Human Resource management officer SSNeP+ Juba Country office

Deadline for submission is by 30th/08/2023

SSNeP+ is an equal opportunities employer and women are strongly encouraged to apply

Only the shortlisted candidates will be contacted.

An integrity check will be part of the recruitment procedure

All applications submitted cannot be returned.

Positions Open for South Sudanese Nationals Only

Thanks.



Mr Lole Laila Lole Timayo.

Executive Director.

South Sudan Network of PLHIV [SSNeP+]

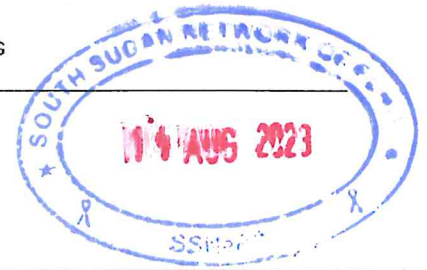
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SOUTH SUDAN NETWORK OF PLHIV (SSNeP+)

HEAD OFFICE
HAI NIMRA TALATA BEHIND MCC BUILDING
Juba, South Sudan



JOB Profile South Sudan Network of PLHIV.

Job Title: PMTCT/EID Midwife	Project: AHEC Activity	Country: South Sudan
Job Family: Programs	Position: 1	Reporting To: Project Officer
Duty Station: Juba	Start Date: 15 th /08/2023	Location: Kimu PHCC

Introduction

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The PMTCT/EID Midwife will oversee the day-to-day planning and implementation of PMTCT/EID activities at the health facility.

ESSENTIAL FUNCTIONS

- Provide full time clinical assessment, management and care of HIV positive pregnant and breastfeeding women and their families for preventing mother to child transmission
- Provide clinical follow up, assessment and routine care of HIV exposed infants
- Provide early infant diagnosis services for HIV exposed infants including taking DBS blood samples for DNA PCR tests in line with MOH guidelines
- Follow up the baby –mother pair till when the last test outcome is determined in line with existing MOH standards
- Follows and documents all the EID test results in the appropriate EID registers as required by Ministry of Health
- Provide routine antenatal and postnatal care services to pregnant and breast-feeding women attending the ANC and PMTCT Clinics
- Ensure all pregnant women presenting at the health facility ANC and PNC are counseled and receive HTS services to identify the HIV positive mothers and exposed infants to be enrolled into care /PMTCT
- Support the counseling of all HIV positive mothers to ensure adherence to treatment and retention in care
- Provide HIV and AIDS information for all pregnant and breastfeeding women who attend the ANC, PNC FP.
- Provide infant and young child feeding counseling to mothers attending ANC and PMTCT clinics
- Follow up of pregnant and breast-feeding women and HIV exposed infants who missed their clinic appointments
- Maintain proper updated records of all HIV positive pregnant and breastfeeding women and exposed infants in the PMTCT Clinic
- Support the mentor mothers to provide psychosocial, adherence and follow up support to HIV infected pregnant and breastfeeding mothers and their exposed infant
- Counsel HIV clients on regimen specific side effects and dispense ARVs to clients
- Provide FP services and condoms to clients
- Establish system for documentation and reporting of adherence and retention interventions

EDUCATION/EXPERIENCE REQUIREMENTS

- Certificate in nursing and midwifery or related field
- At least 3 years' experience in HIV/AIDS clinical services
- Computer literacy in Word, Excel, Power Point.
- Oral and written proficiency in English required, Arabic language skills desirable

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.

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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.

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Mr Lole Laila Lole Timayo.

Executive Director

South Sudan Network of PLHIV [SSNeP+]

File.



Approved

SS NeP+

SOUTH SUDAN NETWORK OF PLHIV (SSNeP+)



HEAD OFFICE
HAI NIMRA TALATA BEHIND MCC BUILDING
Juba, South Sudan

JOB Profile South Sudan Network of PLHIV.

Job Title: HTS Provider	Project: AHEC Activity	Country: South Sudan	
Job Family: Programs	Position: 1	Reporting To: ART Clinical officer	
Duty Station: Juba	Start Date: 15 th /08/2023	Location: Lutheran PHCC	

Introduction

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capacity and resilience and adapt evidence-based HIV prevention, care, and treatment interventions for people living with HIV.

The HTS Index Testing will coordinate the overall adherence support activities within the hospital ART and Community level.

ESSENTIAL FUNCTIONS

- Provide basic information to all new patients on HIV infection, ARVs as long-life treatment, monitoring of HIV progression with emphasis on the viral load and development of AIDS
- Provide adherence counseling to new patients before ART initiation and navigation
- Provide ongoing adherence counseling for patients already started on ART
- Provide enhanced adherence counseling to clients with high viral load and those with suboptimal adherence to treatment
- Update clients contacts, contacts of clients newly started ART and those with high viral load
- Tracks HIV testing services trends to elicited partners of index cases and documents progress in Index testing register
- Identify potential barriers to adherence and assist the clients to make a plan for overcoming the barriers
- Ensure that all patients have adherence assessment forms in their files with clear documentation of adherence outcomes
- Educate clients on the component of positive living
- Map community resources of support for clients on ART and facilitate client's referral and linkage to those resources
- Facilitate establishment of adherence support groups and recruit clients to join them
- Establish system for documentation and reporting of adherence and retention interventions
- Work with facility-based peer adherence supporters to facilitate facility-community linkages through PLHIV association.
- Dispense drugs to clients
- Update the dispensing register

EDUCATION/EXPERIENCE REQUIREMENTS

- Certificate in nursing and midwifery or related field
- At least 3 years' experience in HIV/AIDS clinical services
- Computer literacy in Word, Excel, Power Point.
- Oral and written proficiency in English required, Arabic language skills desirable

COMPETENCIES

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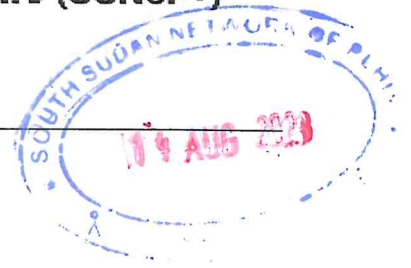
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SOUTH SUDAN NETWORK OF PLHIV (SSNeP+)

HEAD OFFICE
HAI NIMRA TALATA BEHIND MCC BUILDING
Juba, South Sudan



JOB Profile South Sudan network of PLHIV.

Job Title: ART Clinical Officer	Project: AHEC Activity	Country: South Sudan
Job Family: Programs	Position: 01	Reporting To: Project officer
Duty Station: Juba	Start Date: 15 th /08/2023	Facility: Kimu & Lutheran PHCC

Introduction:

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The ART Clinical Officer will be responsible to improve the quality of HIV care and treatment at the facility. He/she will ensure that services adhere to PEPFAR and Ministry of Health technical standards.

ESSENTIAL FUNCTIONS

- Provide full time clinical evaluation and treatment services to HIV positive clients and their families in the facility (including OPD and inpatient departments)
- Provide clinical consultation services for management of HIV and TB cases in the facility and catchment facilities
- Provide clinical follow up of HIV exposed infants and their parents, facilities early infant diagnosis services and proper management of HIV infected children
- Provider regular continuing medical education to the multi-disciplinary team
- Responsible for the provision of day to day client chronic care and treatment services
- Work with the HTC providers to ensure accurate identification and linkage of HIV positive clients to care and treatment
- Responsible for ART patient monitoring and discussing clients who are failing on treatment with the ART team for appropriate treatment interventions
- Participate in the Cohort analysis
- Maintain and progressively improve the quality of HIV clinical care and treatment
- Establish system for documentation and reporting of adherence and retention interventions
- Work with facility-based peer adherence supporters to facilitate facility-community linkages through PLHIV association.
- Responsible for conducting continues medical education (CME) on scheduled topics with the facility staff.

EDUCATION AND EXPERIENCE REQUIRED

- Diploma in Clinical medicine or related field
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