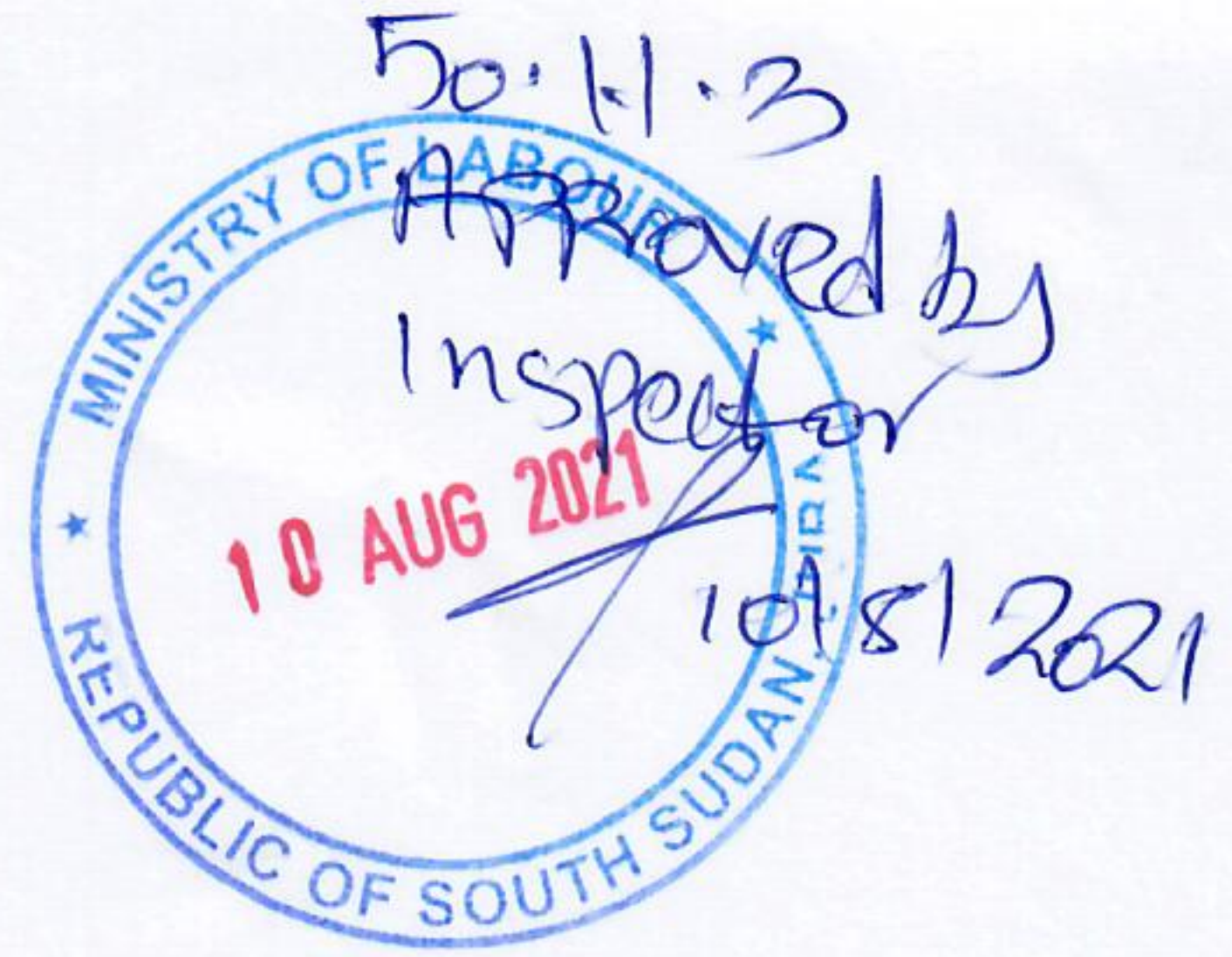


**Vacancy Announcement**



**Title:** **COVID 19 Project Coordinator ( 1 )**

**Duty Station:** Ajuoung Thok Refugee Camp - Ruweng Administrative Area

**Duration of Contract:** **In anticipation** of Fund Approval of 12 Months with possibility of extension and performance outcome for the first three months' probation period.

**Date posted:** 10<sup>th</sup>-August-2021

**Closing date:** 28<sup>th</sup>-August- 2021

**Back Ground.**

Africa Humanitarian Action (AHA) is a pan African, not-for profit organization, operational in South Sudan since 2013. It is registered with the GOSS Ministry of Relief and Rehabilitation Commission (RRC) with the NGOs Operation Certificate No: 033.

AHA, implementing partner of UNHCR provides primary health care service for refugees and surrounding community in Ajuoung-Thok Refugee Camp, Jam Jang, Ruweng Administrative Area.

**Supervisor:** The incumbent will be reporting to the **Country Representative**.

**In anticipation** of a one year COVID 19 Prevention and Response Project as of September 2021, Africa Humanitarian Action (AHA) is seeking an organized and energetic Clinical Practitioner with knowledge and experience on COVID 19 to join AHA. In the position of an AHA **COVID 19 Project Coordinator**, he/she will coordinate and lead the implementation of AHA COVID 19 project activities in Ajuoung Thok, Jam Jang County, Ruweng Administrative Area. The Coordinator will be based in Juba, with frequent field travels to Ajuoung Thok. He/she will be responsible to support the COVID-19 field team, to follow up progress of planned activities implementation and to monitor realization against the project objective, outputs and outcomes and in preparation and submission of timely reports. Working in a team environment, he/she must be organized and professional.

Under the direct supervision of the Country Representative and Senior Medical Officer/Field Coordinator, the COVID 19 Project Coordinator will be engaged to manage the overall COVID-19 Project interventions including the day-to-day implementation and operation of the COVID-19 Project activities in Ajuoung Thok.

**Duties and Responsibilities**

- Coordinate all team members involved in the COVID 19 project keep workflow on track;
- Provides substantive inputs in the formulation of detailed work plan and budget and design of the activities;



- Monitor the implementation of the project activities by ensuring that activities are consistent with approved Terms of Reference and fund allocation and timely submission of subproject deliverables reports.
- Work to improve implementation process to ensure project realization aligns with project objective, set strategy and expected results;
- Arrange and manage team goals, project schedules, and keep all data up to date;
- Ensure timely procurement and delivery to the field of equipment and supplies in cooperation with the Finance and Administration Department;
- Organize meetings with the AHA Field Management, COVID 19 Field Project Officer and with all departments involved in the COVID 19 Project
- Record minutes of all COVID 19 Project meetings and report;
- Communicate timeline and new information all involved and adjust schedules as needed;
- Keep track of all project-related paperwork; ensure all needed materials are current and properly filed and stored;
- Track and analyze project risks and recommend improvements;
- Prepare and submit quarterly reports on time.

#### Requirements and Qualifications

- Bachelor degree in Clinical Medicine or its equivalent.
- Previous working experience of 2 to 3 years in Health Emergency Response Management.
- Excellent written and verbal communication skills
- Superior computer skills; well-versed in Microsoft Office Suite, with a strong and thorough knowledge of Excel
- Certified by the Project Management Institute and have that certification current is of a great advantage.
- Know the concepts related to the management of a project.
- Knowledge of project management tools, especially cloud-based software and other project management tools
- Work autonomously, making decisions without too much managerial oversight
- Able to work effectively under pressure
- Flexible and able to multitask on several different aspects of a project or on multiple projects
- Able to produce quality reports with strict deadlines
- Ability to perform under time pressure, be flexible, work independently, manage multiple tasks and work effectively as a leader and team member in fast-paced environment.
- Strong critical thinking, problem solving, coaching and mentoring skills;
- Strong focus on results.
- Strong English written and oral communication skills and in personal computers.

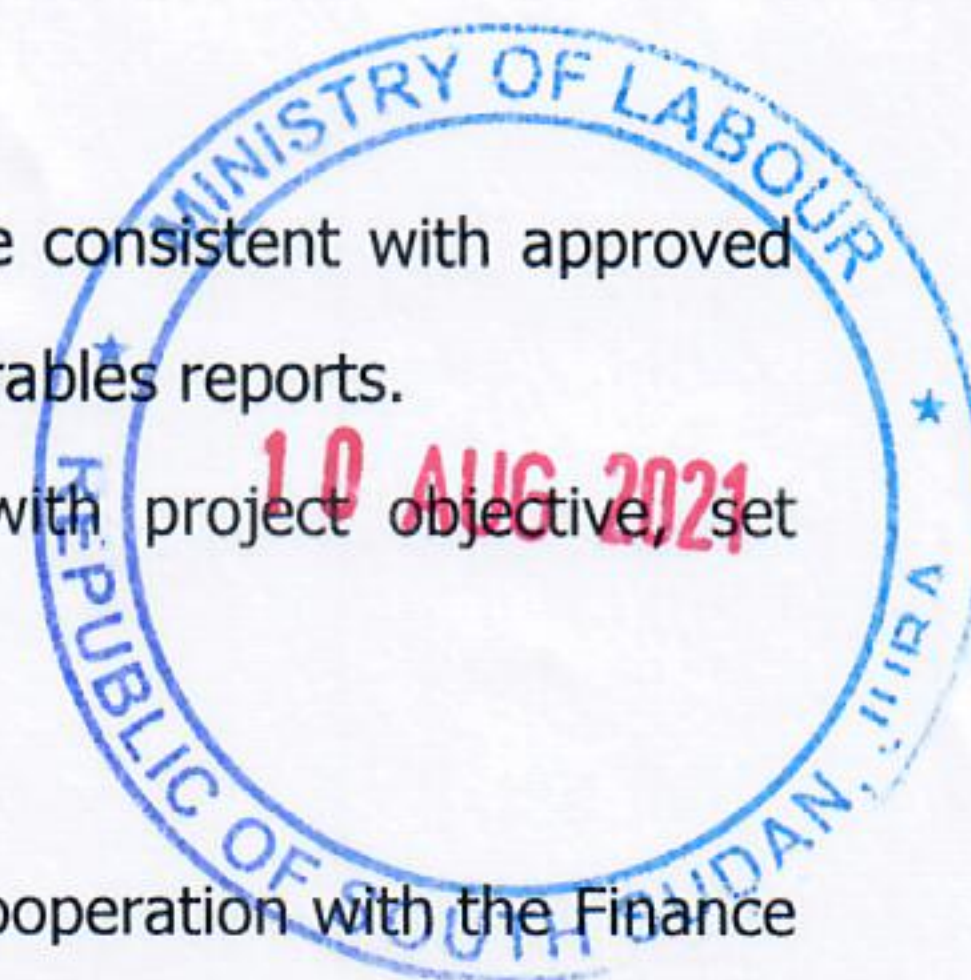
Interested candidates who meet the above criteria should submit CV, School Certificates and cover letter addressed to Africa Humanitarian Action (Human Resources and Administration Department)

Hai Juba Nebari, Plot No. 568, Block 3 K south, First class Near to Nile Fortune Hotel or to our Field Office AHA Ajoung Thok

By email to [adminss@afriahumanitarian.org](mailto:adminss@afriahumanitarian.org) When sending by email – Do Not attached your school certificates unless the recent school certificate to minimize downloading on emails.

Africa Humanitarian Action is an equal opportunity employer therefore **female candidates are encouraged to apply**

Note: **The position is open for South Sudanese National ONLY.**





**Vacancy Announcement**



**Title:** **COVID 19 Mental Health Counselor ( 1 )**

**Duty Station:** Ajuoung Thok Refugee Camp - Ruweng Administrative Area

**Duration of Contract:** **In anticipation** of Fund Approval of 12 Months with possibility of extension and performance outcome for the first three months' probation period.

**Date posted:** 10<sup>th</sup>-August-2021

**Closing date:** 28<sup>th</sup>-August- 2021

**Back Ground.**

Africa Humanitarian Action (AHA) is a pan African, not-for profit organization, operational in South Sudan since 2013. It is registered with the GOSS Ministry of Relief and Rehabilitation Commission (RRC) with the NGOs Operation Certificate No: 033.

AHA, implementing partner of UNHCR provides primary health care service for refugees and surrounding community in Ajuoung-Thok Refugee Camp, Jam Jang, Ruweng Administrative Area.

**Supervisor:** The incumbent will be reporting to the **Mental Health Specialist.**

Under the direct supervision of the Mental Health Specialist the COVID 19 Mental Health Counselor will be mainly assist mental health counselor to ensure community based mental health and psychosocial support activities in Ajuoung Thok.

**Purpose of the job**

To assess mental health and psychosocial problems and provision of counselling to beneficiaries seeking for help, insure provision of integrated mental health and psychosocial support in accordance with values and standards of the Ministry of Health of the Government of South Sudan, the AHA and UNHCR guidelines.

**MAIN OBJECTIVES**

- To identify people with psychosocial difficulties and problems, particularly linked to impact of COVID\_19 pandemic, and of coping process among the affected population.
- To provide counselling interventions to the identified cases and insure their psychosocial integration.
- To collaborate with Project team to raise awareness on MHPSS aspect of COVID\_19 and improve early detection of problematic cases in the community.

**GENERAL RESPONSIBILITIES**

- Assist MHPSS specialist and other project team in implementation community based mental health and psychosocial support activities including addressing the MHPSS aspect of Covid-19.
- To ensure that all governance and professional standards are adhered to and robust arrangements are in place for auditing, reporting and review.
- To ensure AHA compliance with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
- Ensure that counseling services are delivered in accordance with the AHA values and code of conduct.
- To ensure at all times compliance with AHA policies and procedures;



- To maintain confidentiality and observe data protection and associated guidelines
- Provide individual and/or group counselling for population at risk: support coping process of the population and mobilize their inner resources for processing traumatic experiences and finding new life perspective
- Visit beneficiaries at home/tent/shelter in order to follow up evolution when required.
- Encourage family members to assist clients or patients in understanding mental health issues and support.
- Meet with families, protection agents, and other interested parties for linkage of patients to basic services and community resources during the treatment process.
- Provide ongoing monitoring of beneficiaries' status and maintain clinical files accurately.
- Evaluate the effectiveness of counseling session and clients' progress in resolving identified problems and moving towards defined objectives.
- Refer patients to other health professionals whenever necessary.
- Plan, organize and lead structured programs of counseling, work, study, recreation and social activities for clients.
- Participate in weekly staff meetings, regular supervision sessions and regular on-the-job training.
- Maintain at all times a respectful attitude towards population, patients, colleagues and other professionals staff.
- Learn about new developments by reading professional literature, attending courses and seminars, and establishing and maintaining contact with protection agencies.
- Gather information about community mental health needs and resources that could be used in conjunction with therapy.
- Supervise Community Health Promoters (CHPs) and assist other medical staff in provision of mental health and psychosocial support essentially provision of counseling.
- Collect statistical and monitoring data about sessions and counseling activities on weekly basis and make regular reports of work to the supervisor.
- Performs any other related duties as may be assigned by the line manager.

#### Requirements and Qualifications

- Bachelor Degree in Social Science or in Psychology, Social Worker, Psychiatric Nurse or its equivalent.
- Previous working experience of 3 years and above in Health Emergency Response Management.
- Excellent written and verbal communication skills
- Superior computer skills; well-versed in Microsoft Office Suite, with a strong and thorough knowledge of Excel
- Able to work effectively under pressure
- Flexible and able to multitask on several different aspects of a project or on multiple projects
- Able to produce quality reports with strict deadlines
- Ability to perform under time pressure, be flexible, work independently, manage multiple tasks and work effectively as a leader and team member in fast-paced environment.
- Strong critical thinking, problem solving, coaching and mentoring skills;
- Strong focus on results.
- Strong English written and oral communication skills and in personal computers.

Interested candidates who meet the above criteria should submit CV, School Certificates and cover letter addressed to Africa Humanitarian Action (Human Resources and Administration Department)

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**Vacancy Announcement**



**Title:** Operations Officer

**Duty Station:** Ajoung Thok Refugee, Jam Jang County, Ruweng Administrative Area

**Supervisor:** Chief Medical Officer & Field Coordinator

**Duration of Contract:** Initially for four months with possibility of extension depending on the availability of funds and performance outcome for the first three months

**Date posted:** 10/August/2021

**Closing date:** 28/August/2021

**Back Ground**

Africa Humanitarian Action (AHA) is a pan African, not-for profit organization, operational in South Sudan since 2013 It is registered with the GOSS Ministry of Relief and Rehabilitation Commission (RRC) with the NGOs Operation Certificate No: 033.

AHA is implementing partner of UNHCR. It provides primary health care service for refugees and surrounding community in Ajoung-Thok, Jam Jang, Ruweng Administrative Area.

In the above context, the Operations Officer serves in a senior field position and is expected, to have significant prior experience in the job when applying for the position. In consequence, strong financial, logistical, inter-personnel and communication skills are prime requirements.

**Duties and Responsibilities**

- Lead and supervise closely the Field Administration & Finance and logistics Departments;
- Responsible for overseeing and ensuring the security and smooth functioning of all health facilities, office and residence premises;
- Provide support and security training to drivers, guards and cleaners and regularly control and monitor their performance;
- Ensure that programs implementation department receive all necessary material and logistical support in good time;
- Inspire and motivate staff to perform at their best through positive encouragement and ensuring industrial peace;
- Promotes a teamwork culture that encourages result oriented performance;
- Identifies potential problems and points of friction and works to find solutions in order to maximize efficiency;
- Follow up all construction, maintenance, repairs and renovation works and ensure that all such works are carried out in accordance with signed contracts;
- Oversee and ensure timely submission of Field Purchase Requests (PRs) in accordance with AHA procurement procedure and standard requirements;
- Ensure field procurements are processed and undertaken on time in accordance with AHA procurement procedure and standard requirements;



- Verify procurements and finance documents confirm with budget code;
- Supervise, control and monitor the proper use of organization assets/properties by conducting regular inspection;
- Supervise, control and monitor fleet management, adherence by drivers and staff to fleet movement policies, fuel utilization, vehicle safety and timely service and maintenance;
- Establish field operations performance measurement indicators, including efficiency and effectiveness) and monitor progress;
- Manage healthy relations and coordination with state authorities and refugee and community leaders;
- Prepare weekly and monthly operational report and submit to the Field management;
- Implement other duties assigned by Field Coordinator.



## Required Qualifications and Skills

### Qualifications

Degree in Logistics and Procurement, Business Administration or its equivalents.

### Skills

- "Big picture" thinking to understand and address top-level concerns and finding the best path forward;
- Experience in management, operations, and leadership;
- Understanding of general finance accounting and Management of Accounting Software
- A thorough understanding of financial and procurement principles;
- Knowledge of South Sudan Labour Act.
- Interpersonal skills to communicate with both senior management team and staff in order to create and administer policy;
- Strong personal and professional judgment in finding the best solution to staff and operational issues;
- Adaptability to respond quickly to a shifting reality and adjust initiatives and priorities accordingly;
- Organizational skills and the flexibility to address competing priorities;
- Fluent in spoken and written English and Arabic;
- Fluent in use of Word and Excel

### How to Apply

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