

Health Pooled Fund 3: South Sudan

Job Title: Operations Assistant **Reporting to:** Operations/ Security Manager

Location: Juba, South Sudan

Start date: 1st January 2022



1. Who we are?

ShimaHR consultants is a Human Resource Consulting and Outsourcing Company that is currently managing the Human resource component of the Health Pooled Fund (HPF). The Health Pooled Fund began its third phase (HPF3) in July 2018 and is supported to run until 2023 by the British Government's Foreign Commonwealth and Development Office (FCDO), the Government of Canada, the Swedish International Development and Cooperation Agency (SIDA), United States Agency for International Development (USAID) and the European Union (EU). A consortium led by Crown Agents is responsible for managing and implementing HPF3.

HPF3 merges two previous health programmes - Health Pooled Fund 2 (HPF2), which provides healthcare at health facility level, and the Integrated Community Case Management 2 (ICCM2) programme, which provides healthcare to children under-five within more remote communities. HPF3 supports delivery of community level, essential primary health care, and secondary health care and referral health services, stabilisation of local health systems, and procurement and supply chain management of essential medical commodities. HPF supports services in eight states of South Sudan: Eastern Equatoria, Central Equatoria, Western Equatoria, Northern Bahr el Ghazal, Western Bahr el Ghazal, Warrap, Unity and Lakes.

The programme impact will improve the health and wellbeing of the population through increased coverage, access and utilisation of quality lifesaving health, sexual and reproductive health and nutrition services under the following five outputs:

1. Output 1: Delivery and increased availability/readiness of quality health services at facilities.
2. Output 2: Community level interventions that increase awareness, prevention and treatment of common conditions.
3. Output 3: Availability of safe, effective and quality essential medicines and supplies.
4. Output 4: Stable health systems that enhance accountability and responsive to the needs of the people.
5. Output 5: Funds and processes that are efficient, effective, and inclusive and offer value for money.

2. Position Summary

- This position is responsible for coordinating and implementing HPF travel movements within South Sudan, utilising UNHAS – MAF for personnel's flight movements within South Sudan, coordinating with operations and stream managers. Also, utilising commercial air for any form of air freight required for delivery within the programme. Support the operations with procurement, office husbandry and any other operational requirements.

3. Responsibilities

- Liaison with air assets and contractors.
- Provide advice to the HPF team of any in country flight programme concerns/cancellations.
- Monitor operational skype (HPF Book Club) for all operational queries.
- Organise and establish sound systems for effective and efficient oversight and management of Flight bookings.
- Ensure all local payments and procurements adhere to CA Procedures.
- Ensure all logistic records, including efficient filing system for storing procurement documentation to facilitate tracking and auditing.
- Record all flight movements by department, at the end of each calendar month forward a detailed report confirming and clarifying department streams flight costings.
- Book all flights using the correct paperwork and protocols.
- Forward all flight details once received to personnel through email.
- Support the MOH LO for flight bookings and RRC paperwork requirements.
- Assist the Logistics team on procurement and processing.
- Provide cover for absences on leave/sickness for other members of the team
- Any other duties that are requested by the HPF team.

Requirements

- Higher education, preferably to degree level in a relevant specialisation
- Previous experience of at least 2 years in a similar role
- Computer proficient
- Excellent communication and interpersonal skills
- Must be a South Sudanese national

Duration

Annually renewable contract, from 1st January 2022 to June 2023 dependent on availability of funds and good performance.

How to Apply: Interested candidates may submit only electronic applications with the subject line **Operations Assistant** to jobs@shimahr.com. Accompanying the application letter should be a current CV detailing their experience for the role including daytime telephone contacts and three referees, preferably previous line managers or supervisors. The closing date and time of receiving applications will be **Friday 3rd December 2021**.

Only shortlisted candidates will be contacted