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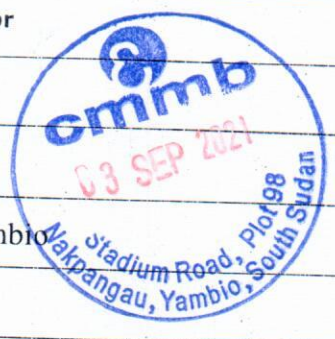
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Date: 03/09/2021

# Job Advertisement

## CATHOLIC MEDICAL MISSION BOARD

CMMB is a global non-governmental, humanitarian and development organization with a special focus on making healthcare available to all. Inspired by the example of Jesus, CMMB works in partnership globally to deliver locally sustainable, quality health solutions to women, children, and their communities. CMMB has been implementing comprehensive health intervention in South Sudan since 2009.

<b>Position Title:</b>	<b>CHAMPS Program Coordinator</b>
<b>Grade:</b>	<b>G</b>
<b>Reports to:</b>	Program Director
<b>Location:</b>	Western Equatoria State Yambio
<b>Deadline</b>	17 <sup>th</sup> September 2021



We believe 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 more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. We're ready to make it 100 more.

We believe change starts with her. We work tirelessly for women's and children's health because they are disproportionately affected by illness and poverty. We know that healthy, educated, and empowered women are better able to raise healthy, educated, and confident children, and that communities depend on their livelihoods. We're making an impact – learn more on our website at [www.cmmmb.org](http://www.cmmmb.org)

CMMB is committed to learning and evolving in order to successfully achieve impact in its strategy and will have strong vertical and horizontal team structures in alignment to the global strategy in order to encourage accountability, communication, and effective project management.

We believe in people. We strive to live out our core values of collaboration, love, excellence and respect every day. We provide our employees with a competitive salary and a meaningful benefits package, with opportunities to learn and grow. We especially encourage all persons of diverse backgrounds to apply. Read more from our President & CEO below.



## Job Advertisement

Date:03/09/2021

### **DEPARTMENT SUMMARY**

CMMB's Program Department plays a critical role in delivering critical life-saving programs, ensuring quality health service delivery, capacity building and health infrastructure strengthening. CMMB's Program Management approach strives to efficiently and effectively utilize its resources in achieving its program goals through a cost effective and efficient system. The department strives to ensure that all activities implemented are in compliance with CMMB policies, the National Ministry of health policies and donor compliance. Through a team of dedicated staff, the team upholds utmost integrity, honesty and love in the execution of their roles to achieve CMMB's vision, mission and core values.

CMMB's primary focus is health, and since its inception in the country (2009), CMMB has been a proactive partner of the Ministry of Health at both the National level and State level, predominantly in the Maternal and Neonatal Child Health programming. With this program, CMMB seeks a leader who will build on the gains made and in particular strengthen the partnership in a manner that achieves the program goals and contributes significantly to the related National Health strategic objectives and the SDGs.

### **OVERVIEW:**

The SPM will be the project's senior supervisor in Western Equatoria Yambio, and will oversee all aspects of program performance, both technical and managerial. Reporting to the Program Director, the Maternal and Neonatal Child Health Senior Program Manager is to provide technical support to the program on all related planning, budgeting, implementation, monitoring, compliance, reporting and facilitation of daily activities. The incumbent will supervise two Deputy Coordinators, one for the clinical component of the program and the other for the non-clinical component, ensuring that these components are managed horizontally as an integrated program. Another key position under the incumbent's supervision is the Strategic Information Manager who will oversee the M&E aspect of the program and a Finance Officer attached to the



## Job Advertisement

Date:03/09/2021

program. As this program is implemented in four (4) Country Offices in the CMMB Global, the Overall Coordinator will also work closely with the Global Coordinator, the Global M&E team and his/her counterparts in the other three (3) Country Offices in Kenya, Zambia and Haiti.

### **KEY RESPONSIBILITY**

- In close coordination and collaboration with the Program Director, take part in the review and re-design of this three-year program, ensuring a strong partnership with the SMOH in Yambio, the community leaders and the Reproductive Health Department of the MOH in Juba.

To provide technical and contextual input into the design of project, including conducting situational analysis, oversee and analyze baseline data, set objectives and activities to address assessed needs and recommend adjust implementation approaches to attain or maintain the highest quality.

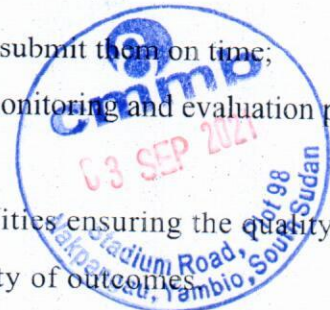
- Strengthen the capacity of technical and non-technical team members in the program to ensure efficiency, effectiveness, impact and sustainability of the program.
- Oversee and manage the daily management of project activities using CMMB's program toolkit, empowering the Deputy Coordinators through delegation, guidance and mentorship, to meet weekly, monthly and quarterly targets.
- Work closely with the Program Director and the Finance Manager to ensure all aspects of the program, including operations and program support needs are taken into account in the budgeting process; carefully monitor the project budget through monthly and quarterly reviews, provide quarterly forecasts of the program budget, recommend interventions to any over or under spending or incorrect postings,.
- To work with other CMMB's relevant departments/units (Procurement, Administration, Human Resources) internally to ensure program resources are procured in a timely manner, the necessary logistics are in place for timely activities, and staff are better supported to cope in these unprecedented times.



## Job Advertisement

Date:03/09/2021

- To ensure that managerial, administrative, and financial procedures comply with CMMB and donor policies and procedures, and that the project is implemented according to CMMB business principles, policies and procedures; bringing any issues of risk, liability, fraud or abuse to the immediate attention of the Program Director or Country Director, or through appropriate channels set up for managing complaints where applicable.
- To weave the team into a high-performing team, strengthening the culture of collaboration through trust, clearly defined staff roles, access to tools and resources, collective goals and clear and regular communication.
- To strengthen the integrated program approach, working closely with the Nutrition, Child Protection and GBV Program Managers as well as the Covid-19 Program Coordinator, to ensure all preventive and response measures are in place to avoid the spread of Covid-19.
- To work cooperatively with external program partners, namely the MOH and the SMOH in WES, St. Theresa Hospital in Nzara, the Health Cluster, as well other UN and NGO partners.
- Supervise all project personnel, individual contractors and international volunteers assigned to the program, where applicable.
- Prepare monthly activity schedules and project reports and submit them on time;
- Oversee the implementation of the program performance monitoring and evaluation plan, alongside the Strategic Information Manager.
- Provide strategic support and supervision to project activities ensuring the quality of services, achievement of targets, impact and sustainability of outcomes.
- Document “good practices” and develop an effective program approach that supports learning and promotes good practices, sharing lessons learnt and good practices beyond the organization.
- Promote Safe Motherhood intervention as CMMB’s signature program, ensuring community satisfaction and external visibility.





## Job Advertisement

Date:03/09/2021

### **QUALIFICATIONS AND JOB REQUIREMENT**

The following knowledge, skills and abilities may be acquired through a combination of formal education, prior experience, or on the job training:

- Bachelor's degree, preferably in medicine; specialization in reproductive health a plus
- Five (5) or more years of relevant experience with excellent knowledge in people and budget management.
- Proven ability in coaching and mentoring senior program staff, as well as creating a conducive learning environment.
- Strong command of presentation, written and oral communication in the English Language.
- High networking and diplomacy skills.
- Strong project planning, management, monitoring and evaluation skills.
- Strong knowledge in interventions of capacity building on safe motherhood/maternal and neonatal care.
- Strong knowledge in behavior change communication on maternal and child health care
- Strong knowledge in computer applications including word processing and spread sheet.
- Must be a team builder committed to the transfer of knowledge.
- Willing to travel extensively and cover difficult assignments within Western Equatoria.

### **How to Apply:**

Interested applicants should submit their application together with resume/CV to [CMMBSouthSudanJobs@cmmB.org](mailto:CMMBSouthSudanJobs@cmmB.org) indicating position applied for on the subject line. Include telephone and email contacts of 3 references and your daytime telephone/cell phone contact. This



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position is required urgently, and interviews will be conducted as CVs are received, therefore please apply immediately if interested. Female candidates are highly encouraged to apply. Only shortlisted candidates will be contacted.

