



Job Description: Hospital Coordinator

The Hospital Coordinator is to be based in Aweil State Hospital and plays a key role in coordinating Secondary Health Care Programs in the hospital HealthNet TPO implements in Consortium with Malaria Consortium (lead agency) and other stakeholders present in the Hospital while at the same time, providing support to primary Health Care services provided across the health facilities in Aweil Center County

About us:

Health Works also known as HealthNet TPO, is a knowledge-driven, non-profit international organization that works in areas disrupted by war, disasters and poverty. Working together with local populations, it works on rehabilitation and sustainable health care development. We aim to contribute to improve the overall health situation and support the development of systems for the provision of health care. Health Works contributes to community mobilization as a conditional necessity in populations recovering from long-time warfare. In doing so, we aspire to include and build the capacity of local organizations, communities and authorities. HealthNet TPO strives for developing evidence-based interventions to strengthen the health of populations in distress.

Your role:

Under the supervision of the Senior Public Health Advisor, the Hospital Coordinator will ensure quality and relevance of HealthNet TPO's public health interventions in Aweil State Hospital and also in the health facilities supported by HealthNet TPO in Aweil Centre County in accordance with the prescribed guidelines of the National Ministry of Health of South Sudan, and coordinate activities in collaboration with the management of the Aweil State Hospital, Malaria Consortium and other stakeholders in the Hospital and in Aweil Centre County.

Main Responsibilities:

- Ensure medical service of high and consistent quality are provided in all departments at Aweil State Hospital
- Take charge of the medical supplies and equipment and ensure all the supplies and equipment are availed for services provision.
- Participate and provide input in the senior management meeting of the hospital and ensure that departmental concerns and issued raised are followed and addressed.
- Organize and Participate in ground rounds and Continuous Medical Education (CME) sessions for clinical staff and ensure that staff capacity in the departments is enhanced in order to improve quality of care.
- Monitor activities of the departments; both technical and administrative while ensuring high quality services are rendered
- Ensure that hospital is represented in various inter-NGO or any other official meetings within and

outside the hospital.

- Provide administrative support to the hospital management team and ensure timely implementation of activities.
- Participate in hospital quarterly review and audit sessions and organize departmental audit, and review meetings and submit report findings to the Senior Public Health Adviser.
- Supervise and ensure that all the departmental staff maintain all medical safety procedures and apply highest hygiene standard.
- Accountable for the overall hospital performance of the hospital departments and ensure the staff operating in the departments are equally accountable for their time and service.
- Plan and ensure adequate (24hrs including night shifts) coverage of all the departments by staff by developing of duty rosters in coordination with the hospital management.
- Coordinate activities of other project staff (primary health care supervisor, finance officer, pharmacists etc) for effective delivery of project activities and timely reporting.
- Manage HealthNet TPO's HPF3 budget under Aweil Centre County.
- Create an enabling environment for dialogue, information sharing, partnerships and, and cooperation amongst stakeholders operating in the hospital, Government structures in Aweil Center County and NBEG state at large when delivering project interventions.
- Participate in reviewing health activities data quality, analysis and preparation of routine and ad-hoc reports for program activities in the hospital and Aweil Center County in general
- Track the performance of project activities and outputs against expected results for the hospital and other health facilities in the county and adjust implementation processes to ensure the project progresses towards intended outcomes
- Prepare and ensure SOP and quality assurance practices are in place across health sector resulting into reduction in epidemiological cases.
- Any other duty as assigned by the line manager

PERSON SPECIFICATION

- Bachelor of Human Medicine and Bachelor of Surgery Degree (MBBS, MBChB). Post graduate training in Public Health and /or Health Services Management would be an asset.
- Minimum of two years relevant experience in managing health care programs and services
- Experience with data management and reporting writing;
- Experience in networking and maintaining relationships in a culture that is built on consensus;
- Previous work experience in hospital management is an advantage
- Sound understanding of public health issues and health systems strengthening
- Ability to develop implementation plans for project activities
- A good understanding and experience of working with County Health Officials, State Ministry Officials, Donors and UN agencies and the health system in South Sudan.
- Previous experience of working in areas with limited resources.
- Relevant professional experience in managing, coordinating and implementing similarly related program in South Sudan (assessment, proposal development, report writing and evaluation, etc).
- Experience in the use of relevant management software is an added advantage including Proficiency in MS Excel, power point and other MS Office products

You have/ are:

- Flexible and organized in a challenging environment
- Team player, able to listen and motivate, Excellent planning, supervisory and advisory skills
- Proven training and health education skills, proven ability to teach/pass knowledge to staff



- Results orientated and ability to pay attention to details
- Able to work in a culturally diverse environment with remote teams
- Able to work with minimum supervision and be creative
- Able to work under pressure, occasional flexibility in terms of working off hours
- Ability to work with remote teams and with high sensitivity to cultural and social diversity

We offer:

- An opportunity to use your expertise and contribute to our mission to improve the health and well-being of people living in fragile states.
- A culturally diverse working environment
- A full-time position (40 hours per week)

How to apply:

Interested **QUALIFIED SOUTH SUDANESE NATIONALS** should send applications which includes only cover letter and a detailed CV in English as a single document with contact details of 3 referees to: info@ss.hntpo.org by 14th September 2020. Hard copy applications may be dropped off in our Juba office at SADECO center, 1st Floor, Airport Road.

NOTE:

- When applying, include the following title in the email subject line and /or cover of the sealed application envelope: Hospital Coordinator- Aweil State Hospital.
- Application already submitted will not be returned to the applicants.
- Due to the urgency of this position, applications will be reviewed on rolling basis until the position is filled that this position may be filled before the deadline

Qualified South Sudanese Women are encouraged to apply

