



Job Posting

We are seeking qualified and highly motivated applicant for [HEALTH OFFICER]; the position will be based in [BOR STATE HOSPITAL (Jonglei State)].

General objectives of the function:

The Health Officer supports the effective implementation of Mdm health activities through careful administration of the human, material and organizational resources required for guaranteeing the continuity and quality of health care in Bor. Being the guarantee of quality, the Health Officer guides his/her team in the organization and coherent set up of our activities. He/She ensures the coordination of health care services with the different actors (NGOs, partners, MoH) and within our organization (Medical staff, logistics team and administration). Hierarchically and functionally accountable to the County Health Technician or Health Coordinator. Functionally accountable for the medical and paramedical staff.

Specific duties:

Monitoring and evaluation of activity

- Conducting proper monitoring of his/her area of responsibility, including data collection and weekly report of activities.
- Participating in discussions on the running of the activity and definition of objectives, alongside with the Senior Health Officer.
- Participate actively in the Health Cluster and meeting with the actors which have relevance with the operations in the field.

Implementation of Programmes (Managing health activities)

- In collaboration with the different departments (logistics, administration, etc.), guaranteeing the human and material resources required for the delivery of health care, taking into account the development of needs.
- Joining the mobile medical teams to the clinics to provide oversight and on-the-job training.
- Standardizing health care practices and procedures within the different departments.
- Adapting health care procedures in accordance with medical developments and the specializations of care provided in the health facility.
- Checking that protocols are followed by the health care personnel.
- Ensuring that Infection Prevention and Control measures are implemented and observed. - Checking on the quality of global patient case management.
- Coordinating the implementation of adapted patient files (registration, follow up, archiving).
- Organizing regular information sessions with the members of the staff.
- Encouraging daily health education sessions within the medical team.
- Providing training, either theoretical or on the job training.
- Overseeing the work of the social mobilizers/health promoters in the communities and ensuring a high level of messaging.





Managing the materials and supplies

- With the staff and logistics team, identifying material needs (pharmaceuticals, equipment and consumable material required for the functioning of the wards and mobile medical clinics) and ensuring a consistent stock of the materials.
- Defining the procedures for and regularity of logistics and medical material supply for the different departments.
- Checking on correct usage of material and medicines and management of the pharmacy.
- Encouraging as much cooperation as possible between the different departments in order to ensure respect for the work of all personnel
- Informing immediately malfunctioning of any equipment for its maintenance or replacement in order to avoid impact on the quality

Human resources management (Managing the team)

- Organising and supervising the work of his/her team members.
- Organising the circulation of information within his/her team.
- Carrying out systematic individual reviews and evaluation of staff under his/her line of management
- **Ongoing training**
- Identify and program trainings based on the needs of his/her team with the project objectives in mind.
- Participating in the training of his/her team by accompanying individuals in their work.
- This list is not exhaustive. The Health Officer is expected to support the Senior Health Officer in other tasks as requested.

The position's requirements are:

Academic Qualifications;

[Bachelor's university Degree in Medicine and Surgery/Diploma in Clinical medicine and Surgery or relevant educational background of Medical Sciences].

Experience:

[Two (02) years of relevant professional work experience with a INGOs in similar position, experience in pharmacy is an asset].

Competencies;

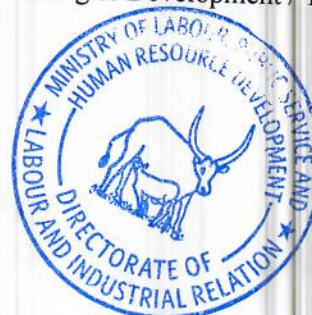
[Integrity and respect for co-workers, organized and dynamic, confidentiality within the program, flexible with schedule for different tasks and trips within the country, Punctual and responsible]

Languages;

[Good command of written and spoken Dinka and English. Knowledge Arabic Language will be an advantage]

Skills;

[Excellent skills in statistics, data collection and analyses/ leadership Coaching & Development / Teaching and/or training/ good organizational and communication skills]



Médicos del Mundo



Availability; Incorporation date June, Availability for 3 months (it may be extended)

How to Apply?

Submit CV along with Motivation letter (including job reference) + letter/degree & diploma latest by [18/07/2020] to the email addresses: hr.ss@medicosdelmundo.org

Note: Please mention the position title in the subject line of your email otherwise your application will not be entertained.

Sincerely
ADMIN TEAM

Approved by Labour office
Bori, Jonglei State

