



HEALTHCARE FOUNDATION ORGANIZATION

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Our Ref: **JOB VACANCY – VA/HFO/001/2022** Date:

HEALTHCARE FOUNDATION ORGANIZATION (HFO) IS SEEKING QUALIFIED PERSON FOR THE POSITION OF CLINICAL OFFICER (S) BASE IN LEER COUNTY, UNITY STATE.

About Healthcare Foundation Organization (HFO): HFO was founded 2015 in the South Sudan over 4 years ago and has built a long-term, local presence in Central Equatoria State and Greater Upper Nile Region. Our Country team of advisors uses their specialist expertise in Health, Nutrition, Protection, Food Security, Education and Water, Sanitation and Hygiene. We work in above States to support over 100,000 poverty-fighting developments and humanitarian aid projects.

HFO has been working in South Sudan since 2017 and is currently working in four States. Our services are in line with Humanitarian core policies and be tailored for specific South Sudan organization, initiatives and regions. HFO would like to implement an anticipated it's Program. For more information, please visit HFO's website at www.hfossd.org

We wish to recruit interested and qualified applicants (South Sudanese national only) for the following position:

Our Vision

HFO envisions empowered, holistically transformed and peaceful communities growing in unity and diversity towards self-reliance.

Our Mission

HFO exists to inspire, empower and transform communities to move towards self-reliance through the provision of holistic social services and development assistance.

JOB DESCRIPTIONS FOR POSITION OF CLINICAL OFFICER BASE IN LEER COUNTY, UNITY STATE

Job title:	Clinical Officer (4 Positions)
Department:	Health & Nutrition Department
Directly reporting to	Emergency Health Project Coordinator (EHPC)

Email: healthcarefoundation.org@gmail.com

To improve and advance the "Quality of Healthcare" in South Sudan and its regions





Indirectly responsible to:	Health & Nutrition Manager
Hours:	40 hours per week
Duty station:	Leer County, Unity State
Project period	3 months period
Job status	Non-Relocatable staff
Opening date	May 10 th , 2022
Closing date	May 27 th , 2022
Starting date	ASAP

A. PURPOSE OF THE POSITION:

The **Clinical Officer** (CO) will be responsible for the management, implementation, and principal supervision of nursing duties that include Inpatients, dressing room, drug and medical materials, waste disposal, training, acting HOC in the absence of HOC and any other duties that demands smooth running of the health facilities. In the execution of duties, be expected that the nurse can be transferred in any of the health facilities in the County.

B. KEY DUTIES AND RESPONSIBILITIES

- Daily supervision and management of the clinic staff.
- To perform clinical responsibilities of a nurse, including diagnosing and treating patients according to MOH guidelines.
- Ensure or coordinate all administrative tasks related to patients (all patient records and patient charts, discharge paperwork, records related to transfer of care to other facilities, etc.)
- Ensure the weekly monthly and quarterly reports are sent to Juba on time
- Reports to CHD and WHO surveillance officers as well as HFO Juba health department about any suspected case of an outbreak
- Administer medications, assist and perform nursing and medical procedures, monitoring and reporting changes in patient's conditions to the Diagnostician/ Clinical Officer according to protocol (injections etc).
- Provide leadership to all clinics staff and ensure all HFO/MOH policies and protocols are adhered to.
- Report any breach of contract or insubordinate behavior to the Clinical Officer in charge.





- Ensure staffs maintain a high standard of hygiene, including hand washing as per guidelines and cleaning their work area.
- Take lead on sterilization all dressing equipment as per protocol
- Ensure IPD is clean and beddings are well made.
- Ensure staffs adhere to Universal Precautions.
- To report all drug errors, thefts or losses of HFO assets immediately to the Clinical Officer/Area Health Manager.
- Ensure accurate advice and health messages are given to patients.
- Deputize HOC and act when HOC/ assistant are both away.
- Reporting any repairs, damages or renovations required to the clinic to the Clinical Officer and/or CHD and partners.
- Ensure high standards of documentation in the health facility.
- Precisely be responsible for in patient, dressing HMIS and drug management
- Maintain accurate and transparent records of all HFO materials and essential drugs in line with the treatment protocols.
- Conduct duties in a professional and responsible manner.
- Maintain staff and patient's privacy, dignity and confidentiality.
- Maintain good working relationships with co-workers and partners.

C. REQUIREMENTS;

- Diploma Holder in Clinical Medicine Public Health or equivalent.
- Fluent in spoken and written English
- Good numeracy skills
- Report writing skills
- Very enthusiastic and keen to work hard to achieve the objectives of the programme.



D. HFO STATEMENT ON PSEA, CHILD SAFEGUARDING, ANTI WORKPLACE HARASSMENT AND BULLYING

The HFO and HFO workers must adhere to the values and principles outlined in HFO Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the HFO operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment and Bullying Policy.

E. HOW TO APPLY:



Applications should be address to Human Resource Department by email: recruitments_hfo.org@gmail.com quoting the vacancy number not later than **May 27th, 2022 @ 5.00 PM**. If this is not possible by e-mail, please hand-deliver or send your application in an envelope sealed to the address below before the closing date. Applications received after this date will not be considered.

Further guidelines

- Indicate clearly in the subject line of the email the position you are applying for (in Caps)
- Save your CV with your name before attaching it
- Only shortlisted applicants will be contacted

To: Security guards

- HFO Head office Tongpiny
- HFO FIELD Office in Leer County.

Qualified female applicants are particularly encouraged to apply!

Healthcare Foundation Organization (HFO) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, colour religion, sex, national origin, age, disability, political affiliation, marital status.

