



## Vacancy notice

Advert opens 24<sup>th</sup> June 2020

### Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose, additional capacity is required. Therefore, Cordaid South Sudan would like to recruit for the position of **Hospital Coordinator as detailed below;**

**Position:** Hospital Coordinator

**Based Location:** Torit

**Number of positions:** One (1)

### Reporting Lines

The Hospital Coordinator reports to the Area Coordinator– based in Torit.

### Purpose of the position

The Hospital Coordinator is responsible for technical management of Torit state hospital on behalf of Cordaid.

### Key accountabilities and Responsibilities

#### Program Management:

- In coordination with the Area coordinator, formulates program goals, objectives and intervention strategies and participate in the budgeting process of the project.
- Ensures that all hospital activities are implemented as outlined in the project documents.



- Reviews the program activities and priorities on a regular basis updating the Program Manager on gaps and/or provide recommendations on how to improve quality of services.

**Human Resource:**

- Overall supervision of all staff working at the hospital, both National and Expatriate.
- Maintain updated job descriptions for all staff, participate in recruiting all staff in conjunction with Program Manager and Human Resources Department, orient new staff to the Torit Hospital Cordaid Health program.
- Set performance objectives for the supervised staff, routinely monitor their performance, and evaluate them at the end of the performance period according to their job description and provide written feedback in a timely manner
- Strengthen and build up the programmatic, managerial, and operational skills of the SMOH Hospital staff and the Cordaid health staff through on-job training, mentoring, coaching, skill share and feedback mechanisms.
- Ensure and attend monthly meetings with heads of departments, Hospital staff and with Hospital board to exchange information and problem solving.
- Address and mitigate staff complaints and conflicts in coordination with Hospital Director and Program Manager.

**Program Activities:**

- Provide overall technical management of the organization activities at Torit hospital on behalf of Cordaid.
- Ensure quality of care is maintained through ensuring use of updated guidelines and protocols in line with MOH, WHO, UNICEF guidelines.
- Work with the key hospital staff in the day to day planning and technical management of the Hospital activities.
- Ensure all the departments have written Work plans and Standard Operating Procedures (SOPs) that guide the day to day activities. (e.g. Duty rosters, on-call doctor schedules etc.)
- Ensure universal precautions and infection prevention guidelines are followed in service provision.
- Ensure ordering of medical supplies on a quarterly basis, in line with the projected consumption and available funding; and follow up on delivery of the same through the logistics department.
- Identify and follow up on hospital and equipment repairs, with the assistance of the Program manager
- Develop ongoing education programs (CPD) for the Medical staff in consultation with the Hospital Medical Director.
- Maintain high, cordial, and professional working relationship with fellow health staff, hospital staff, state ministry of health and other actors in the state
- Ensure synergy with other Cordaid Health programs in Torit hospital including the TB control project, CBM Eye care project etc.
- Evaluation of services through monitoring morbidity and mortality rates through monthly statistical reports.
- Ensure that all technical reports due to the donor are submitted as required and on time.
- Advise and support the Hospital Director in the management of hospital activities and ensure synergy of action
- Provide technical support to the Hospital Management Team, Hospital Advisory board and ensure timely implementation of activities
- Ensure tracking of the output of the project by providing monthly progress reports from the state hospital and share with the Program Manager Lot 4.
- Participate in the Senior Hospital Management Team (HMT) meetings at the hospital as and when necessary.





- Work with the Program Manager to identify hospital staffing gaps, develop terms of reference and support the hospital to recruit staff for the hospital and lobby for additional staff with the ministry of health.
- Participate in quarterly review meetings of the project and provide feedback on performance of the hospital – based on indicators.
- Coordinate all emergency response actions within the hospital and in all the departments.
- Promote Cordaid visibility (this will include MOH, Health Pooled Fund and Cordaid visibility) within the hospital premises.
- Support the clinical teams to improve quality at the hospital by ensuring that there is regular CMEs and clinical audits are undertaken and documented.
- Keep the Program Manager informed of major issues in the hospital in timely manner.
- Attend to other duties as instructed and directed by the line Manager.

#### **Key Result Areas**

- Overall technical supervision and coordination of hospital activities.
- Ensuring quality of care is given to all patients accessing the hospital.
- Support Medical Director to ensure proper coverage of all the departments through proper off duty, annual and sick leaves of the hospital staff.
- Ensuring availability of drugs, medical and surgical supplies always in the hospital through diligence planning.

#### **Competencies**

Integrity  
 Organizational awareness  
 Quality Orientation  
 Results Orientation  
 Dealing with details  
 Coaching  
 Responsibility

#### **Further information and how to apply**

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email [hr.southsudan@cordaid.org](mailto:hr.southsudan@cordaid.org)

Mention the vacancy reference number position in the subject line on the envelopes.

e.g. **CSS02/06/20 Hospital Coordinator -Torit**

or

Applications can also be hand dropped at Cordaid Juba Office located behind the Equatoria/UAP Tower. Just a few meters after the Strome Foundation to the attention of the **Human Resource and Administration Manager - Cordaid**.

Deadline for submission is by the **14<sup>th</sup> July 2020**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply

Only shortlisted candidates will be contacted. An integrity check will be part of recruitment procedure

All applications submitted cannot be returned.

