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Approved
Inspector
10.2020



HEALTHCARE FOUNDATION ORGANIZATION (HFO)

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

Email: healthcarefoundation.org@gmail.com | website: www.hfo-ss.org

JOB VACANCY – VA/HFO/002/2020

HEALTHCARE FOUNDATION ORGANIZATION (HFO) IS SEEKING QUALIFIED SOCIAL MOBILIZATION OFFICER (1 position) BASE IN AWIEL EAST

Healthcare Foundation Organization (HFO) was founded 2015 in the South Sudan over 4 years ago and has built a long-term, local presence in Central Equatorial State, Upper Nile Region (Jonglei State) and Bahr El Gazel Region (Northern Bahr El Gazel & Warrap State). 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 are 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.hfo-ss.org

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

JOB DESCRIPTION

Job title:	Social Mobilization Officers (1 position)
Department:	Health & Nutrition department
Directly responsible to:	Project Manager
Job Status	Full time (100% field base)
Hours:	40 hours per week
Duty station:	Awiel East County
Project duration:	9 Months
Contract number:	HFO/A/002/2020
Opening date	October 2 nd , 2020
Closing date	October 19 th , 2020





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Starting date	ASAP
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MAIN RESPONSIBILITIES

Under the direct supervision of the Project Manager and technical supervision of the Health & Nutrition Manager, the Social community mobilization officer is responsible for:

- Ensuring a community-based approach is established and implemented.
- Ensuring community participation and involvement leading to Community empowerment
- Establish a clear communication system and collaboration between community and HFO program
- Monitoring, Reporting and Analysis related to community mobilization activities

TASKS DESCRIPTION

Community Mobilization and Profiling

- Implement and monitor community mobilization strategy in line with HFO Community strategy ensuring effective participation of community members especially vulnerable groups (especially women, girls and people with disability)
- Conduct and update mapping of relevant community-based actors; assess their willingness and capacity to engage with HFO community mobilization activities
- Ensure the effective implementation of designed plan in the areas of intervention with the support of program manager and technical coordinators
- Mobilize and Support existing community groups for active participation in health related activities and advocacy as relevant
- Mobilize and facilitate the engagements of stakeholders during planning and development meetings, workshops and seminars.
- Participate in planning and budgeting, preparation of work plans, implementation of planned activities and monitoring/ reporting of progress.
- Active participation in community profiling
- Assist to conduct need based surveys and assessment

Community engagement and empowerment





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- Undertake information dissemination in a timely and understandable manner to all stakeholders: IDPs, Host communities etc
- Participate and coordinate organization of sensitization, awareness campaigns and trainings for the community tailored to the needs
- Participate in the development of toolkits and guidelines for community mobilization; and how to conduct mass information campaigns, participatory activities, focus group discussions etc
- Facilitate and support the formation of community based group (organizations) or support groups to promote health and human rights
- Facilitate active participation of the communities in planning, implementation, monitoring and evaluation of community development initiatives.
- Monitor the implementation of planned activities and community level engagements.
- Build the capacity of the community to collectively engage local leaders on identified issues.

Communication

- Represent HFO in community/stakeholders' meetings as relevant
- Serve as a focal person for effective communication between community groups /leaders/volunteers and HFO Program team
- Coordinate and establish network for the social mobilization when required and as deemed necessary with other humanitarian actors, local leaders and organizations (e.g. CBO, faith based organization) operating in the same field
- Support the elaboration of communication materials based on community mobilization strategy
- Support the collection and documentation of impact and success stories on monthly, quarterly, semiannual and annually.
- Documentation of evidence-based stories as relevant

Monitoring, reporting and analysis:

- Regularly orient HFO staff and partners on community mobilization, advocacy and training activities and strategy implementation
- Ensure the community and team's feedbacks are used to inform further activities development.
- Regularly monitor the progress and trend of program implementation coordinated with M&E team and give feedback or take corrective actions.





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Others

- Keep Program supervisor informed on any issues related to logistics in field level
- To check the translation of technical/program documents to ensure the correct/appropriate message is disseminated
- Participate in internal meetings
- Any other related HFO tasks as assigned by the program manager
- To inform immediately security focal point in the case of any security problem

Qualifications & Preferred Skills

PROFILE

- Graduate/Diploma in relevant field (health, social work, community health/development, etc.)
- Minimum 2 years of professional experiences in similar position or as a community mobilizer
- Skills required: Strong mobilization and communication skills , Networking and Advocacy, training,
- At least 2 years' experience in health related programs is a strong asset
- Fluent in Arabic and English. Fluency in local language is an asset.

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.

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 **October 19th 2020 @ 5.30 PM**. If this is not possible by e-mail, please hand-deliver or send your





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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's main office at Tongpiny residential area, opposite to UNIDOR Office along Kololo road or Awiel East County (SCI & A CF-USA) compounds.

Qualified female applicants are particularly encouraged to apply!

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

