



OVCI la Nostra Famiglia

Volunteer Organization for International Co-operation

JOB ADVERTISEMENT

Position: Usratuna Orthopaedic Workshop Manager

Reporting to: Rehabilitation Centre Coordinator; Country Representative, Head of Personnel.

Relationship: Project Managers, Rehabilitation Centre staff, Orthopaedic workshop staff.

Contract duration: 12 months, renewable.

Expected working days and hours: Monday to Friday, 8:00am – 15:00 pm with 1 hr. Lunch break.

Lunch break hour is a paid working hour.

Contract details:

What OVCI does not provide to the successful candidates:

- Lunch allowance not provided;
- Transport allowance from home to office not provided;

Description of tasks and duties:

The Orthopaedic Workshop Manager (OWM) is a member of the rehabilitation team. The rehabilitation team is aimed at overcome physical dysfunction, and return the individual to, or maintain the individual as, an active member of the community.

The OWM tasks are:

- Supervise, support and represent the staff of the Orthopaedic Workshop (OW) department. Hold regular department meetings. Collect and provide relevant feedbacks from the team to the Rehab Centre Coordinator;
- Provide technical supervision to ensure high quality of assistive devices produced (including the tailoring of the devices according to the physio measurement and use of materials);
- Ensure an adequate level of hygiene, maintenance, stock and usage of OW supplies (including machines, raw materials and other tools);
- Ensure the regular updating of the Orthopaedic Workshop (OW) equipment;
- Continue the survey activities on the need of appliances for PwD in some States of South Sudan and if required, training and conferences for the presentation of the products of the Orthopaedic Workshop.
- Coordination and supervision of the activities of the orthopaedic workshop.



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- Ensure active engagement and involvement of all the team members through mentoring and equal assignment of tasks;
- Follow up of survey activities on the need of appliances for Children with Disability in the States of South Sudan and if required, facilitating training and conferences for the presentation of the products of the Orthopaedic Workshop.
- Ensure precise and timely data collection of workshop production meeting deadlines and quantity.
- Supervise the productions and the delivery of the devices;
- Ensure timely and efficient procurement of raw material, equipment and other tools for the OW functioning, under the approval and supervision of the URC Coordinator;
- Maintain a positive and motivating environment in the OW team, ensuring flexibility, positivity and availability with the colleagues.
- Any other assignment given by the Project Manager or the Country Representative

Candidate profile:

- Certificated qualifications in Orthotic and Prosthetic (O&P) field or Physical Rehabilitation studies (copy of original qualification);
- At least 3 years of demonstrable experience in working in Orthopaedic Workshop and/or Physiotherapy services and/or management of rehabilitation services;
- Basic knowledge of Microsoft Office Package and emailing - mandatory;
- Previous experience in staff management will be an added value;
- Birth certificate copy;
- Recommendation letter from previous employer (if any);
- Precise and active worker, able to follow given disposition;
- Timely and motivated worker;
- Proficient in spoken English and Juba Arabic;
- Demonstrated capacity to successfully work in team;

Deadline for applicants: 20th March 2023

How to submit your application:

Applicants can submit their application in an envelope directly at OVCI South Sudan Office (Usratuna Compound, Hai Commercial, Juba) or via e-mail at taban.ioel@ovci.org and in CC matteo.ghini@ovci.org.

Subject: Orthopaedic Workshop Manager

Only shortlisted candidate will be contacted