



CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services and improving governance.

**JOB SUMMARY**

The Assistant Health Officer will work directly with the Health Manager and the local authority on a daily basis to ensure the UNICEF PEHSP program design is understood and implemented with close partnership between the CHD and CARE, while consistently building and strengthening the capacity of the CHD staffs to manage the delivery of quality maternal and child health services in Boma.

<b>Position:</b>	<b>Health Assistant Officer</b>
<b>Department:</b>	<b>Health</b>
<b>Location:</b>	<b>Boma</b>
<b>Reports to:</b>	<b>Health Manager</b>

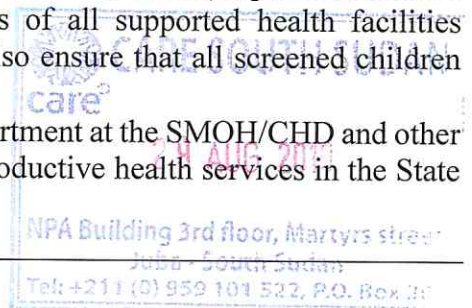
**SPECIFIC RESPONSIBILITIES:**

Under the direct supervision of the Health Manager and guidance of Health Coordinator, the Assistant Health Officer will be responsible for the following:

**Key Responsibilities**

**1. Technical support and Management**

- The Assistant Health Officer will work with the health manager to oversee the implementation of the UNICEF PEHSP project and ensure that program goals, objectives, targets and activities are met, as stated in the UNICEF PEHSP project work plan and log frame, with a major focus at the county hospital and the Primary Healthcare Units (PHCUs).
- S/he will work together with the health manager to ensure that healthcare services are adequately provided both at the county hospital (CEmONC) and at the Primary Healthcare Units (PHCUs).
- S/he will be responsible for provision of supportive supervision to all supported health facilities in the county at least once every month using the quality of care assessments tools to ensure that quality services are delivered.
- S/he will work with Health team to increase the uptake of child growth monitoring (cGMP) and Nutrition screening using the mid upper arm circumference (MUAC) tapes is conducted for all children under five in the consultation rooms of all supported health facilities supported by UNICEF PEHSP project. He/ She will also ensure that all screened children are referred appropriately.
- S/he will work closely with the reproductive health department at the SMOH/CHD and other stakeholders to improve the uptake of Sexual and Reproductive health services in the State



including focused antenatal care services (FANC), postnatal care services, institutional deliveries, contraception access and use, comprehensive PAC, BEmONC etc.

- Working together with the M&E officer, the Assistant Health Officer will be responsible for weekly, monthly and quarterly reporting on program progress as per donor and institutional requirements.
- S/he will work together with the SMOH/CHDs and organize regular weekly, monthly and quarterly planning, coordination, implementation & review meetings to ensure the program objectives are met adequately.
- S/he will represent the organization in meetings, build effective relationships and attend state level health coordination meetings or any other meetings as delegated by their supervisor.
- S/he will provide support and work with the Boma Health Initiative officer to ensure that the program activities especially maternal and child health, including immunization deliverables are conducted appropriately and within the MOH guidelines and policies.
- S/he will support and work with the M&E officer and SMOH/CHD M&E team to ensure that all health facilities supported by UNICEF PEHSP project submit weekly IDSR and monthly reports timely, that the reports are verified, collated and entered into DHIS and submitted to meet timeliness and completeness.
- S/he will work with the CHD/SMOH to guide standard human resources for health (HRH) management including managing staff leaves, staff payrolls, staff contracts and performance evaluations including use of the MOH Human Resources Information System (HRIS).
- S/he will evaluate training needs and ensure that health facility staff benefit from on job capacity building on a regular basis, at least once a month for all supported health facilities.
- S/he will coordinate with EPI TWG, State EPI officers, EPI vaccinators and other relevant actors to ensure that all health facilities are stocked with all EPI vaccines (all antigens according to the MOH policy guidelines), and consumables are provided, transported, stored and properly utilized at the health facility. S/he will work with the CHD/SMOH to ensure that the health facilities are providing EPI services 5 days a week.
- S/he will through the Boma health committees work with the health facilities to provide oversight to the health facility staff, in charges and drugs management committees at the health facility level.
- S/he will track the pharmaceutical and non-pharmaceutical supplies in the County drug warehouse to identify items that have short expiry for use, to project stock outs before they happen on a weekly basis. S/he will also support the CHD/SMOH to manage inventory and ensure that the pull system is in place for drug store.
- S/he will work with the CHD/SMOH and other program officers and health manager to ensure that weekly movement plans are prepared in time and are adhered to. This will be done together with the Admin team to coordinate program movement for support supervision, trainings (on job) and Monitoring & Evaluation and commodities & drugs last mile transportation

## 2. Reporting

- Submission of E-monthly drugs consumption reports, 4 weekly IDSR reports and monthly DHIS export files to the health manager as per the deadline.
- Submission of Scanned Signed Health facility payrolls
- Work with M&E Officers to ensure that all health facilities supported by the project submit reports and that the DHIS export files, E Monthly pharmaceutical reports are submitted to the health manager.
- Compile weekly program updates and share with the health manager by COB every Friday.
- Quarterly surveillance checklist (QSC) is done every quarter and entered into the DHIS and the export file is submitted every quarter to the Clinical Services manager.

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- Prepare supportive supervision reports and share with the health manager on a timely manner.

### 3. Systems Compliance and Improvement:

- CARE-South Sudan specific finance, logistics, IT, security, communications and human resource/administration policies and procedures.
- Any new procedures and guidelines designated in circulars from Country Representative and DCD.
- Policy compliance as required by the CARE South-Sudan policies
- Ensure any violations of the CARE Sexual Abuse and Exploitation Code of Conduct are reported according to the policy. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by CARE and other humanitarian workers
- Play a key role in planning and rolling out training of and adherence to CARE policies in coordination with the CARE policies focal team/person within the country program.

### 4. Confidentiality:

- Ensuring the non-disclosure of any information whatsoever relating to the practices and business of CARE acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.

## REQUIRED QUALIFICATIONS:

### Education:

**Education:** Diploma/Degree in Nursing, Clinical Medicine, or Public health.

**Work Experience:** Minimum two years' work experience at a similar/related capacity.

**Demonstrated Skills and Competencies:** High degree of flexibility and ability to work under sometimes extreme hardship conditions against tight deadlines; Strong computer and communication equipment skills, including Microsoft Office applications.

**Language Skills:** Fluency in English required. understanding the local language will be an added advantage

## HOW TO APPLY

The position will be based in Koch. This position is ONLY open to South Sudanese Nationals.

Opening Date 27<sup>th</sup> August, 2019 and Closing date CARE South Sudan receiving application will be 17<sup>th</sup> September 2019.

Applications and CVs should be delivered to: [jobs.southsudan@care.org](mailto:jobs.southsudan@care.org) or Hand delivery to: CARE Office NPA Building 3rd floor, Martyrs Street.

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply

