



**IntraHealth/CDC SI Project – South Sudan-Juba**

**Vacancy Announcement**

Job Title : HIV/TB Field Officers  
Location : Greater Equatoria and Greater Bar-el-ghazal regions, South Sudan  
Contract Type : Regular dependent on funding  
Supervisor(s) : HIV/TB Fellowship Coordinator & National HIV Program Manager  
Ministry of Health.  
No. of Post : 17 posts  
Duration : Regular with 3 months probationary period  
Application Deadline : 7<sup>th</sup> August 2020  
Start Date : ASAP



**Background:**

IntraHealth International, Inc. is a US based NGO with offices in over 30 African countries including South Sudan. Currently, IntraHealth is implementing four successful U.S government funded projects in South Sudan. With funding from US Centers for Diseases Control and Prevention (CDC) and in collaboration with Government of South Sudan Ministry of Health (MOH), South Sudan AIDS Commission, IntraHealth is implementing Strengthening National Capacity for Integrated HIV/AIDS Health Data Collection, Use, and Dissemination in Support of an Evidence-based Response in South Sudan under the President's Emergency Plan for AIDS Relief (PEPFAR) project.

**PRIMARY RESPONSIBILITIES**

The **HIV/TB Field Officers** will support the National HIV/AIDS Program (including TB-HIV coordination) under the Ministry of Health (MOH), South Sudan, providing field level technical, management and operational support at facility, county and state levels. The officer will provide site level technical, managerial, and logistics support for training, supervision and mentorship, implementation innovations, monitoring and reporting of HIV/AIDS and HIV-TB collaborative activities in the assigned facility and county according to the national policies, WHO guidelines and PEPFAR program standards. This will include monitoring of site and above site HIV and TB related service quality management, identify service delivery barriers, develop and implement remedial plans. This will involve using a continuous quality improvement (CQI) approach to foster quality clinical care outcomes, improved treatment coverage, and efficient implementation of HIV/AIDS and HIV-TB collaborative activities. He/she will also support in HIV surveillance activities particularly the Routine ANC Sentinel Surveillance activities. The field officer is expected to undertake the following tasks:

**Essential functions/tasks**



**(a) Facility / Site level:**

1. **Conduct field supportive visits** to HIV/AIDS and TB related service delivery facilities/sites including areas for HIV Testing Services (HTS), PMTCT, ART, TB, STI diagnostic and treatment centers, patient and program record keeping/data management, medication dispensing/supply chain management, diagnostics and monitoring services, Key Population (KP) intervention sites and other facility and community based linkage, retention, referral and support interventions to:
  - a. Review real-time program implementation and assess performance based on a detailed checklist (including standard MOH support supervision tool and PEPFAR Site Improvement and Monitoring Systems (SIMS) tool) to identify program implementation success and issues/challenges.
  - b. Lead facility teams to develop and support implementation of remedial/quality improvement plans, and provide ongoing mentoring and monitoring to measure improvements.
  - c. Review program related records including reporting forms, registers, algorithms, job aids and SOPs for availability, accuracy, completeness and relevance. The officer will also conduct interview of patients and staff and verify that data synchronizes /matches well against reported performance for data quality assurance and verification.
  - d. Continuously investigate cases of failed linkage, adherence defaults and lost-to-follow-up and determine causes and implications for improvement of program implementation and impart skills to field staff.
  - e. Provide support to approaches for improving HIV testing yield, linkage, retention and Viral Load suppression among clients.
  - f. Facilitate utilization of updated patient and facility data collection, monitoring and reporting tools.
  - g. Review the Daily Facility Activity tracking data and ensure it is free of errors for all the sites allocated and to review the weekly and monthly dashboards, identify issues at facility level based on data and hold review meeting with the Granular Site Management (GSM) team and agree on action/quality improvement plans.
  - h. Be a member of the multi-disciplinary facility team (Granular Site Management team) at the facilities and Counties assigned to them.
  - i. Oversee the implementation of the recommendations from the weekly/monthly dashboard review and track any improvements due to those recommendations.
  - j. Conduct monthly and quarterly facility/site specific data analysis for program priorities such as outcomes in patients (e.g., linkage, lost to follow up, death, transferred in/out, other) to inform, establish and strengthen site specific procedures to improve performance. And while doing this, build capacity of facility and other support staff to better understand and use program data, conduct performance review and routinely discuss quality improvement activities
  - k. Identify issues related to service providers (numbers, placements, training, skills and competencies) that impact quality patient care and develop on-job training and mentorship plan together with the implementing partners and facility team and implement the plan.
  - l. Together with health workers, review/appraise the mentorship plans to determine the extent of achievement of the issues identified.
  - m. Provide on-the-job training and impart skills to key HIV/AIDS program staff at the site and county levels to improve knowledge, practices, analytic skills and problem





solving for high quality patient-centered care, efficient and coordinated/integrated service delivery in priority program areas including counselling, Index testing, TB/HIV activities, quality clinical care based on National guidelines, ART adherence, VL management, management of commodities, PMTCT and EID among others.

- n. Support implementation of National HIV/TB program priorities and newer global initiatives.
  - o. Participate in preparation of new facility for HIV/TB services including; preliminary assessments, regular supervision & review, periodic evaluations and assessments as dictated by program requirements.
  - p. Communicate up-to-date information on program implementation and feedback on policy implementation. This includes ensuring accurate and timely program report including electronic transmission to MOH and relevant stakeholders and implementing partners.
  - q. At county and state level collaborate with County Health Officer, State M&E officers and HIV Directors to track HIV/TB data reporting on to the DHIS2 system, ensure data from facilities is uploaded on to the DHIS2 system in a timely manner and tailor data use to facility planning and decision making.
  - r. Support the data collection and reporting through the DHIS 2 system. Ensure that the reporting from the sites supported is at 100% completeness and timeliness.
  - s. Participate in the HIV program Service Quality Assessments (SQA) and Data Quality Assessments (DQA) and use the recommendations to improve the HIV program at the facility level.
  - t. Institute measures to ensure that the data quality is maintained at facility (discrepancy/variation between reported and verified facility data should be less than 5%).
  - u. Track national and key PEPFAR indicators, monitor trends, work towards improving the trends over time, and document the progress.
- 2. Undertake monthly field visits and all sites covered at least once a month. More frequent visits to be determined based on review of performance data and future direction provided by MOH for targeted performance improvement and follow up.
  - 3. Identify issues related to logistics, consumables, reporting tools and other supplies, infrastructure, human resource (skills and competences) impacting service delivery and proactively identify feasible solutions at facility or county/state level and report back to the MOH.
  - 4. Assist in coordinating periodic meetings, trainings, sensitizations, performance review meetings and workshops for site level staff.
  - 5. Facilitate coordination between TB and HIV program activities at field level.
  - 6. Participate in regular communications between field officers, stakeholders (PEPFAR IPs, MOH, Global Fund Principal Recipient and Sub Recipients) to share best practices, challenges, regular program and technical updates, and trainings.
  - 7. Prepare and submit required reports on a monthly basis (to include formats of written, electronic, power point, excel, verbal) that inform program implementation, quality of the program, procedures and policies over time to MOH and respective partners.
  - 8. Facilitate formation of quality improvement teams (QIT) at facility level where applicable and provide technical guidance to the teams
  - 9. Support facility-based HIV cascade analysis across the continuum of care from Diagnosis to Viral Load suppression.





10. Assist in laboratory monitoring (VL, EID and QA sample transportation, return of results, interpretation and management of failure/ non-adherence).
11. Provide oversight to supplies management and support Logistics Management Information System (LMIS): recording, ordering, reporting, planning and distribution including last mile delivery to facilities.
12. Support and participate in MOH-led joint supportive supervision to health facilities for improvement of TB/HIV program.
13. Perform other duties as assigned to support new initiatives and fidelity of technical/program interventions.

**Qualification:**

Bachelor's Degree in medicine. (MD/MBChB/MBBS)

Clinical Officers with ≥3 years' experience, including in HIV/TB program management

Additional qualification: MPH is preferred

Additional Degree or Diploma in Public Health/Epidemiology / HMIS will be an added advantage.

HIV/ TB or other public health program experience is an added advantage

**Supervision:**

The staff will be seconded to the Ministry of Health and based at the county/facility level within Greater Equatoria and Bahr El Ghazal Regions. This position will be supervised by the National HIV Program Manager in the MOH and administratively managed by IntraHealth International, HIV/TB Fellowship Coordinator. Joint review of the staff and the program performance will be undertaken by the MOH and IntraHealth International.

**Skills and Knowledge required:**

- Good clinical and programmatic knowledge of HIV/AIDS and TB-HIV collaborative activities
- Strong training skills with ability to train and mentor field staff and community members in HIV/AIDS and TB-HIV intervention
- Strong monitoring and evaluation skills
- Good interpersonal and networking skills
- Good writing, reporting and presentation skills
- Good computer skills in Word, Excel, Power Point and desirable skills in DHIS-2
- Ability to unpack complex concepts and present them in simple ways for different audiences

**Other qualities:**

- Team player
- Self-motivated
- Ability to assess priorities, manage a variety of activities (multi-tasking) in a time-sensitive manner and meet deadlines with attention to detail and quality
- Ability to work independently and take initiative to get tasks accomplished in timely manner
- Ability to work in areas with limited facilities and basic living conditions
- Ability to monitor and adjust plans accordingly
- Arabic - Level 2 spoken. English – Level 4 both spoken and written.

**Competencies**



- **Strategic Thinking** - Applies organizational knowledge to identify and maintain focus on key success factors while recognizing, anticipating and resolving organizational challenges.
- **Innovation** - Develops new, better or significantly different ideas, methods, solutions or initiatives that result in improvement of performance and meeting objectives, results and global commitments.
- **Client Relationship Management** - Knowledge and ability to determine and satisfy client needs (internally and externally) and maintain partnering and productive relationships during engagements.
- **Accountability** - Holds self and others accountable for all work activities, research and personal actions and decisions.
- **Effective Communication (Oral and Written)** - Understands effective communication concepts, tools and techniques; ability to effectively transmit; explain complex technical concepts in simple and clear language.
- **Planning and Organizing** - Develops clear goals that are consistent with agreed upon strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate time and resources for completing work; foresees risks and allows for contingencies when planning; and monitors and adjusts plans and actions as necessary.
- **Interpersonal Relationships** - Knowledge of and the ability to effectively interact within and across Directorates, Departments, programs in a constructive and collaborative manner.

**Travel:** This position requires extensive county-level travel in the Greater Equatoria and Greater Bar-el-ghazal regions (~20 days per month) to sites/facilities in the defined project area for program monitoring activities and fulfillment of duties as assigned.

**Salary:** \$ 2,500 -3,000 per month inclusive of all benefits. Final salary will be based on candidate's education and experience. Staff will be provided also with travel and per-diem allowances where necessary/applicable.

### **Application Procedure**

Interested candidates should apply to Country Representative, IntraHealth International by sending their Letter of Interest and CV to: [Recruitment-SS@intrahealth.org](mailto:Recruitment-SS@intrahealth.org)

by **17:00 hrs Juba Time before or on 7<sup>th</sup> August 2020** Hand delivery of applications shall not be received, Kindly send your CV and credentials to the address above.

**South Sudanese Nationals are particularly encouraged to APPLY.**

**Only short listed candidates will be contacted**

*IntraHealth International is an Equal Opportunity/Affirmative Action Employer*

