



TERMS OF REFERENCE FOR HEAD OF HEALTH AND NUTRITION

Introduction

Africa Humanitarian Action (AHA) is seeking a competent and experienced candidate for Head of Health & Nutrition position for its health project in Ajuong Thok, Jam Jang County, Ruweng Administrative Area. The position is for a one year period, from September 2022 to August 31, 2023 with possible extension depending on performance and availability of funds.

AHA, a Pan-African Non-Governmental humanitarian organization was founded in 1994 in response to the atrocities in Rwanda. Its major interventions center on provision of primary health care services, comprehensive nutrition program, reproductive health services including SGBV and HIV-AIDS prevention and response, food distribution, WASH, shelter and camp management.

AHA started its South Sudan operations in April 2013 by implementing a comprehensive primary health care, reproductive health and nutrition programs for refugees from South Kordofan region of the Sudan in Ajuong Thok refugee camp. It integrated Mental Health and Psychosocial Support Services (MHPSS) and hygiene promotion activities in 2016. In the same year, AHA initiated the Integrated Community Case Management (iCCM program) to manage common childhood illnesses (malaria, pneumonia and diarrhea) at community level.

Job title:	Head for Health & Nutrition
Reporting to:	Field Coordinator/Chief Medical Officer
Duty station:	Ajuong Thok refugee camp, Ruweng administrative area
Duration of contract:	12 months with possibility of extension depending on performance and funding
WORKING AREA:	HEALTH, NUTRITION and COMMUNITY HEALTH

Purpose of the position:

The Head for Health & Nutrition assumes full responsibility and ensures the provision of effective primary health care (PHC), Reproductive Health (RH), Nutrition, Community based health service including COVID-19 prevention and response activities.

Under the direction supervision of the Chief Medical Officer/Field coordinator and in collaboration with Senior Program and Support staff, the Head for Health and Nutrition will have the following specific duties and responsibilities:-

Programs Management

- Supervise and ensure the provision of integrated Primary Health Care (PHC), RH services (ANC, PMTCT, EPI, SGBV, SBA, BeMONC, PNC, PAC,FP,ASRH), TB/HIV, MHPSS and nutrition services (OTP, TSFP, SC, IYCF) following MOH protocols and guidelines;
- Supervise and ensure effective health promotion, disease Prevention, ICCM activities; and the integration of Hygiene promotion into community health program,
- Provide technical support to all departments (Primary health care, Reproductive Health, Community based health program, and Nutrition);
- Design and put in place internal quality control measures and regularly assess the quality of medical services provided to patients.
- Be on call during and outside of working hours to provide medical consultation/ case management in the event of emergencies
- Ensure the capacity building of the clinical staff by planning and facilitating formal trainings and regular Continuous Medical education (CMEs)
- Support departments in the design and implementation of training/advocacy workshops etc.;
- Ensure that the staff are trained on the proper use of available medical equipment;
- Supervise and ensure that medical charts and records of patients are maintained for further follow-ups.
- Take lead role in mortality audits ensuring that each mortality is audited according to set protocol and records are securely kept;
- Ensures the provision of special clinic services such as NCD, TB/HIV and the Nutrition stabilization center(SC)
- Supervise and ensure that all health personnel working in health facilities dress appropriately (uniforms) while at the facility premises,
- Provide regular supportive supervision and mentorship to all departments;
- Prepare and update regularly the camp level emergency response preparedness plan for epidemic prone diseases including COVID-19;

Program monitoring and Management

- Participate in project designing, planning, budgeting;
- Plans, organizes, leads, co-ordinates and monitors health and health related programs at AHA-SS run health institutions in collaboration with Chief medical officer;
- Designs effective systems of daily health service programs and sets up proper facilitation arrangements in the managed health facilities;
- Ensure the quality of clinical services in the community (ICCM), OPD and IPD by emphasizing on childhood illnesses (Diarrhea, Pneumonia, Malaria) and epidemic prone diseases (AWD, Malaria, Meningitis, ARTIs...)
- Follow up of the implementation of health and nutrition activities according to the work plan for all project (UNHCR, BPRM and other donors)
- Ensure regular monitoring of the program and evaluation of effectiveness and impact of the intervention in collaboration with CMRO, FC/CMO and departments Heads.
- Promote team spirit among the staff and undertakes periodic performance evaluation;
- Ensure the program departments conduct regular meetings and provide feedback to the field management team;

- Coordinate the compilation of regular program reports and ensure timely submission to different donors;
- Ensure all the program reports are of good quality and submitted to concerned people on time

Partnership and coordination

- Support the administration in the recruitment of technical staff, ensure the induction is done properly and performance objectives/targets are agreed and sets; and periodic appraisals are done to all program staff.
- Ensures participation of the beneficiary communities in the planning and implementation and monitoring of project activities;
- Collaborate with health committees and community leadership, and organize regular meeting with them to ensure effective feedback mechanism;
- Assess and identify the needs and gaps; and participation in proposal writing for fund mobilization from the donors;
- Ensure the coordination of the project, linkage to existing national health program and other health partners;
- Advocate to UNHCR for the patients who need referral for specialized care and ensure all the procedures are done according to UNHCR referral SOP.
- Attend or delegate someone in all Health, nutrition and WASH coordination meeting and share the minutes of the meeting to FC/CMO;
- Provide the technical support to the Operation department in the process of procurement of medical items and medicines.
- Attend or delegate someone in the camp/refugees coordination meeting/ event and provide feedback to AHA field office;

Organization Representation and promotion

- Represent AHA with partners, community and government in the absence of the field coordinator
- Support Field Coordinator/CMO and Operations manager in all program and technical issues;
- Ensure that the staff respect organization ethics and accountability to affected populations
- Promote goal directed behavior among staff at the field level
- Promote Effective communication and collaboration with local administration, ministry of health and with partners
- Establish approaches and Promote AHA visibility and organization image

Resource Mobilization

- Actively seek funding opportunities to expand AHAs portfolios in South Sudan
- Lead AHAs senior management and program team in concept note development and drafting of project proposal.

QUALIFICATIONS AND SPECIAL ATRIBUTES

Qualification	<input type="checkbox"/> Medical Doctor (MD) degree from a recognized university. A post graduate degree (master's degree in the field of public health, Nutrition, epidemiology or other related health and nutrition subjects will be an advantage.
Work Experience	<input type="checkbox"/> 4 year and above demonstrated experience in emergency health and nutrition programs. <input type="checkbox"/> At least 1-year senior level management experience in NGO
Skills and Knowledge	<input type="checkbox"/> Good project management skills. <input type="checkbox"/> Ability to plan, coordinate, and supervise implementation of emergency health response programs. <input type="checkbox"/> Excellent interpersonal skills- verbal and written skills. <input type="checkbox"/> Excellent writing skills in English preferred. <input type="checkbox"/> Good proposal and report writing skills. <input type="checkbox"/> Excellent representational skills <input type="checkbox"/> Ability to use computer- Microsoft Office (Word, Excel, Power Point and email). <input type="checkbox"/> Skills and experience in staff management, budget management and building effective teams.
Special Aptitude Personal Qualities	<input type="checkbox"/> Self-motivated, clear, highly responsible, and punctual. <input type="checkbox"/> Ability to work as part of a team as well as to work autonomously when required. <input type="checkbox"/> Ability to work under pressure, long work hours and high workload

HOW TO APPLY

Africa Humanitarian Action is an equal opportunity employer therefore women candidates are encouraged to apply.

Interested candidates who meet the above criteria should submit CV, cover letter, academic documents addressed to Africa Humanitarian Action Head of Finances & Administration and Human Resources Manager by email to: finances@afriahumanitarian.org and adminss@afriahumanitarian.org; or by hard copy to AHA Field office in Ajourng Thok, Jamjang County or to Country Office in Juba, (Thong-ping, Hai Juba Nabari, Plot No. 568, Block 3 K south, Near Nile Fortune Hotel..

All applications must be clearly labelled **“Head for Health & Nutrition”** and submitted by **5:00 PM on September 10, 2022.**

Note:

1. The successful candidate will be awarded a contract after an independent background check, including but not limited to qualification, previous employment record;
2. Salary: negotiable

