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 Approved by
 Labour Inspector
 21/12/2020



HLSS VACANCY ANNOUNCEMENT

DEPARTMENT	HEALTH
Back ground	<p>Health Link South Sudan (HLSS) is a national non-governmental organization founded in 2012 under the laws of the republic of south Sudan. HLSS's vision is to lead efforts towards building a healthy, productive and self-reliant south Sudanese society that peacefully co-exists in harmony with each other. Our mission is informed by inter alia; the principles of social justice, equity and the dignity of the human person. We are committed to promoting equity by empowering the poor to have access to basic human needs and enabling them to live productively with dignity, promoting harmony, peace, reconciliation and co-existence of all communities in the Republic of South Sudan as well as building partnerships and policy advocacy with the government, civil society organizations and development partners.</p> <p>HLSS is currently implementing various developmental and humanitarian programmes including HEALTH, NUTRITION, PROTECTION, EDUCATION and EMERGENCY interventions with funding from various donors and UN agencies.</p> <p>As part of continuous programme quality improvement and expansion, HLSS has recently secured funding from USAID for Advancing HIV & AIDS Epidemic Control (AHEC) among the at-risk men, women, children, and key populations in Juba County, Central Equatoria State. We are therefore seeking to recruit qualified Personnel to fill the below vacant positions;</p>
Application Deadline	7th January, 2021
Location	Juba
Contract duration	12 Months(Renewable)



JOB TITLE	PROJECT MANAGER (01 POSITION)
Report to	Health Programme Coordinator
Salary	Attractive
Management responsibilities	<ul style="list-style-type: none"> ○ Represent HLSS in Operational Areas <ul style="list-style-type: none"> Uphold HLSS Core Values, promote its mission and vision, programme principals (transparency, gender equity and diversity), to enhance programme impact <ul style="list-style-type: none"> ▪ Ensure modelling of HLSS's core values among all project staff. ○ Oversee and Coordinate Project Implementation <ul style="list-style-type: none"> ▪ Ensure project activities & targets are planned and timely implemented for maximum impact, quality, synergy and cost-effectiveness ▪ Ensure proper project records management & Safety for donor reporting and institutional use. ▪ Prepare and submit accurate & timely project progress reports ▪ Manage Project Resources ▪ Update budget information in Adaptive Planning as may be required ▪ Monitor project expenditures and ensure compliance with approved budget ▪ Review expenditure reports from the project team on a monthly basis ▪ Ensure timely budget adjustments and revisions in compliance with donor regulations whenever required ▪ Ensure compliance with HLSS and donor policies, contracts, and agreements ○ Build and maintain stakeholders' relations <ul style="list-style-type: none"> ▪ Promote effective coordination and working relations between AHEC supported facilities with other relevant NGOs, UN agencies and private sector players supported facilities, and beneficiaries to enhance information sharing and guide resource allocation /mobilisation to avoid duplication of efforts ▪ Maintain mutually respectful and accountable relationship with CHD, SMOH, UN agencies and other partners ▪ Attend periodical project-related meetings at County, State and National levels ▪ Support the documentation and exchange of good practice and models of delivery of HIV/AIDS treatment and prevention, which contribute to the strengthening of health systems ○ Human Resources Management <ul style="list-style-type: none"> ▪ Support the project personnel to understand their roles and responsibilities ▪ Conduct regular staff performance appraisals and recommend remedial actions
Principle Responsibilities	




	<ul style="list-style-type: none"> ▪ Orient project personnel on project deliverables, and conduct on job mentorship to project staff to enhance their skills to enhance project success ▪ Handle grievances and participate in disciplinary hearings as relevant. ▪ Ensure that staff welfare issues are communicated through appropriate HR and management structures as well as back to / with staff ▪ Ensure all HLSS personnel are obliged to uphold the code of conduct and PSEA-related policies to create and maintain an environment that prevents occurrence of SEA <p>○ Clinical Areas</p> <ul style="list-style-type: none"> ▪ Identify technical support needs for scaling up of HIV/AIDS prevention, care and treatment services in the project area. ▪ Aggressively scale up effective strategies to diagnose infant HIV status in HIV-exposed infants less than two months of age. ▪ Initiate and/or scale up PrEP, and initiate self-testing (policy, testing, scale-up plan, introduction, and limited roll-out). ▪ Address issues of IPV/GBV including training health personnel and peer educators to recognize, treat and refer for GBV, educating FSWs on their rights and expectations. ▪ Carry out any other duties requested by supervisor <p>○ Design, Monitoring and Evaluation</p> <ul style="list-style-type: none"> ▪ Review and analyse monitoring and evaluation data and recommend adjustments to design as needed. ▪ Ensure that approved reports are disseminated among stakeholders ▪ Support design of new programmes based on evidence from project, context in the area of implementation and/or technical expertise ▪ Liaise with programme Coordinator and quality team to ensure learning is available to the wider organisation and outside as relevant. ▪ Support the documentation and exchange of good practice and models of delivery of HIV/AIDS treatment and prevention, which contribute to the strengthening of health systems.
<p>Education background</p>	<p>Essential: Bachelor’s degree in human medicine, and post-graduate training in infectious diseases/internal medicine, MPH. Desirable: Training in Epidemiology, Statistics and/or Public Health Management.</p>
<p>Other Attributes</p>	<ul style="list-style-type: none"> ▪ South Sudanese national ▪ Ability to Speak Juba Arabic ▪ Previous work experience and expertise in HIV/AIDS programming




	<ul style="list-style-type: none"> ▪ Excellent skills in clinical, teaching, and research practice at national and international level ▪ Skills in developing project work plans, budget etc ▪ Proposal development skills, ▪ Monitoring and evaluation skills ▪ Adequate computer skills ▪ Ability to work effectively with utmost sensitivity to diverse social and cultural norms ▪ Ability to make quick appropriate decision ▪ Creative problem-solving skills ▪ Strong communication skills and ability to manage a team ▪ Ability to work with minimal supervision ▪ Ability to work under pressure and long working hours ▪ Experience with USAID funding processes, including proposal development and programming.
JOB TITLE	ART Medical Officer (01 POSITION)
Report to	AHEC Project Manager
Salary	Attractive
Principle Responsibilities	<ul style="list-style-type: none"> ○ Clinical Areas <p>The Medical Officer will be responsible for providing HIV/TB and related treatment services at AHEC supported site as a member of the clinical team. He/she will ensure that optimal standard of care is achieved in line with National guidelines, client satisfaction and good clinical outcomes. Specific tasks will include;</p> <ul style="list-style-type: none"> ▪ Management and coordination of ART, HIV/TB Clinic activities ▪ Improve access to HIV prevention, testing, and treatment, care and retention of KPs, including using state-of-the-art approaches to case finding. ▪ Assist and work together with other Clinical team members in support of all the AHEC (ART) activities. ▪ Ensure proper patient management of HIV, HIV/TB is done in line with National guidelines. ▪ Provide adherence counselling and implementation of clinical aspects of Positive Health Dignity and Prevention program (PHDP) to clients attending the clinic ▪ Ensuring that the optimal standard of care is achieved by establishing and maintaining the use of nationally approved clinical guidelines and protocols and with the help of the AHEC Project manager, updating ones' knowledge of HIV/AIDs management using evidence-based practice. ▪ Counsel clients on compliance and Adherence to treatment. ▪ Provide information, education and communication to clients and their families in the clinic through support groups, health talks and educational materials. ▪ Ensures the maintenance of patient confidentiality.




	<ul style="list-style-type: none"> ▪ Ensure integration of HIV services in OPD, MCH, inpatient and other outpatient clinics. ▪ Participate in weekly multidisciplinary team meetings (MDTs) to discuss complicated cases. ▪ Participate in continuous quality improvement initiatives to improve service delivery and patient-level outcomes ▪ Participation and contribution to the capacity building of clinical and other staff through CMEs, mentorship, sensitization and updates. ▪ Mentor and supervise other health care professionals to assist in the provision of HIV care and support services. ▪ Ensure complete documentation using various HIV care related tools as recommended. ▪ Provide regular feedback to care staff/ facility management on work-related concerns. ▪ Together with the clinical staff prepare weekly, monthly and quarterly statistical and narrative reports and submit to AHEC Project manager in a timely manner. ▪ Conduct any other duty as may be prescribed by the supervisor. <ul style="list-style-type: none"> ○ Management Support <ul style="list-style-type: none"> ▪ Support the AHEC Project Manager in all aspects of project management whenever assigned.
Education background	Essential: Degree in medicine from a recognized University. Desirable: Training in HIV & AIDS services including ART, HIV Testing services, Index Testing and Adherence Counselling.

Other Attributes

- Technical knowledge and expertise in HIV/AIDS with focus on ART services.
- Excellent skills in clinical practice especially in South Sudan context or similar complex environment
- Skills in developing intervention work plans and corresponding implementation.
- Skills in mentoring or training clinical staff/health care workers.
- Project based report writing
- Experience in integrating HIV/AIDS interventions in health care facilities.
- Experience in Training health care workers
- South Sudanese national
- Ability to Speak Juba Arabic



JOB TITLE	PMTCT/EID Midwife (01 POSITION)
Report to	ART Medical Officer
Salary	Attractive
Principle Responsibilities	<p>The PMTCT/EID Midwife will be responsible for overseeing the day-to-day planning and implementation of PMTCT/EID activities at AHEC Supported health care facilities in collaboration with the Ministry of Health. Specific tasks will include;</p> <ul style="list-style-type: none"> ▪ Providing day-to-day technical delivery of PMTCT/EID services in line with the National guidelines ▪ Assist with training of health care workers using the national PMTCT curriculum/Guidelines ▪ Strengthening referrals and linkages between PMTCT activities and ART services ▪ Oversee follow-up care of PMTCT clients and HIV exposed infants in AHEC supported facilities ▪ Assisting with implementation of the Monitoring and Evaluation systems for PMTCT and HIV exposed infants ▪ Participate in facility/County PMTCT meetings ▪ Perform any other duties assigned by your supervisor
Education background	<p>Essential: Diploma in Midwifery from a recognized Institution. Desirable: Training in HIV & AIDS services including PMTCT/EID, ART services, HIV Testing services, Index Testing and Adherence Counselling,</p> <ul style="list-style-type: none"> ▪ South Sudanese national ▪ Ability to Speak Juba Arabic
Other Attributes	<ul style="list-style-type: none"> ▪ Technical knowledge and expertise in PMTCT/EID, HIV/AIDS Counselling and ART services. ▪ Excellent skills in clinical practice in PMTCT/EID ▪ Skills in developing intervention work plans and corresponding implementation. ▪ Skills in mentoring or training clinical staff/health care workers in PMTCT/EID ▪ Project based report writing ▪ At least 3 years' experience in the implementation of PMTCT/EID in busy health facilities in South Sudan. ▪ Experience in Training health care workers in PMTCT/EID



JOB TITLE	HTS/Adherence Counselor (01 POSITION)
Report to	ART Medical Officer
Salary	Attractive
Principle Responsibilities	<p>The HTS/Adherence Counselor will be responsible for providing HIV Testing Services to patients and clients seeking services in their respective health facilities using provider-initiated testing and counselling, voluntary counselling and testing, targeted family and partner testing/Partner notification services and other novel HTS. Specific tasks will include;</p> <ul style="list-style-type: none"> ▪ HIV Counselor responsible for assessment of risk of the disease at an early stage. ▪ Educate clients on HIV, AIDS and STD's and their implications while utilizing different programs & policies documents including IEC Materials. ▪ He/she will provide unbiased information on HIV testing to clients & explains the testing process in simple way. ▪ Keep all the records, data about a patient confidential and safe. ▪ Maintains a list of certifications of Rapid HIV Test. ▪ Conducts client's risk assessment in which case he/she explains the implications of risk behaviors to his clients. ▪ Prepares a medical follow up for critical cases that have high risk of HIV infection. ▪ Submit a monthly statistical report as required by the program supervisor to look after every client properly on time. ▪ He/she has a responsibility to meet work plans & goals on time for the development and implementation of organization's strategies. ▪ Perform other duties as assigned by the authorities of the clinic or supervisor.
Education background	<p>Essential: Certificate in HIV Counselling/Nursing with HIV Counselling. Desirable: Training in HIV Testing Services, Pre and Post-test counselling, Index Testing and Adherence Counselling.</p>
Other Attributes	<ul style="list-style-type: none"> ▪ South Sudanese national ▪ Ability to Speak Juba Arabic ▪ Must be at a minimum bilingual (Arabic, and English) – fully fluency to talk comfortably with clinic clients. ▪ The HIV Counselor must be able to communicate with clients in a simple manner to make them understand, aware about the disease clearly. ▪ Basic knowledge & terminology about HIV/AIDS disease. ▪ Understanding of basic concepts of HIV related to HIV testing services and knowledge of disease prevention solutions. ▪ Successfully completed training required for HIV Counselor from recognised firm or institution. ▪ HIV Counselor must able to explain a client what type(s) of HTS being offered ▪ At least 3 years' experience in the implementation of HIV Testing Services in South Sudan.




JOB TITLE	HTS/Index Testing Counselor (01 POSITION)
Report to	ART Medical Officer
Salary	Attractive
Principle Responsibilities	<p>The HTS/Adherence Counselor will be responsible for providing HIV Testing Services to patients and clients seeking services in their respective health facilities using provider-initiated testing and counselling, voluntary counselling and testing, targeted family and partner testing/Partner notification services and other novel HTS. Specific tasks will include.</p> <ul style="list-style-type: none"> ▪ HIV Counselor responsible for assessment of risk of the disease at an early stage. ▪ Educate clients on HIV, AIDS and STD's and their implications while utilizing different programs & policies documents including IEC Materials. ▪ He/she will provide unbiased information on HIV testing to clients & explains the testing process in simple way. ▪ Keep all the records, data about a patient confidential and safe. ▪ Maintains a list of certifications of Rapid HIV Test. ▪ Conducts client's risk assessment in which case he/she explains the implications of risk behaviors to his clients. ▪ Prepares a medical follow up for critical cases that have high risk of HIV infection. ▪ Submit a monthly statistical report as required by the program supervisor to look after every client properly on time. ▪ He/she has a responsibility to meet work plans & goals on time for the development and implementation of organization's strategies. ▪ Perform other duties as assigned by the authorities of the clinic or supervisor.
Education background	<p>Essential: Certificate in HIV Counselling/Nursing with HIV Counselling. Desirable: Training in HIV Testing Services, Pre and Post-test counselling, Index Testing and Adherence Counselling.</p>
Other Attributes	<ul style="list-style-type: none"> ▪ South Sudanese national ▪ Ability to Speak Juba Arabic ▪ Must be at a minimum bilingual (Arabic, and English) – fully fluency to talk comfortably with clinic clients. ▪ The HIV Counselor must be able to communicate with clients in a simple manner to make them understand, aware about the disease clearly. ▪ Basic knowledge & terminology about HIV/AIDS disease. ▪ Understanding of basic concepts of HIV related to HIV testing services and knowledge of disease prevention solutions. ▪ Successfully completed training required for HIV Counselor from recognised firm or institution. ▪ HIV Counselor must able to explain a client what type(s) of HTS being offered




- At least 3 years' experience in the implementation of HIV Testing Services in South Sudan.

JOB TITLE	Data Clerk (01 Position)
Report to	ART Medical Officer
Salary	Attractive
Principle Responsibilities	<p>The data clerk will be responsible for accurate capturing of data according to the prescribed tools. He/she will perform data capture, entry, cleaning, and timely reporting of HIV & AIDS services from supported health facility. Specific tasks will include;</p> <ul style="list-style-type: none"> ▪ Checks legibility and completeness of prescription request/refill forms, in preparation for data entry. Follows up on discrepancies with the Medical Officer. ▪ Keeps a pending file to track missing data for incomplete forms. ▪ Enters and scans confidential patient, and prescriber information data, into electronic databases, from the drug-dispensed-request-prescription forms, the drug-dispensed-review-and-refill forms, and program enrolment forms on daily basis, according to established procedures. ▪ Verifies request/refill data keyed (and scanned) to check on accuracies of dispensing and other vital information. ▪ Identifies and reports discrepancies or problems in databases to the Medical Officer, to address with the Project Manager. ▪ Identifies and enters updated information into relevant databases such as changes in patient address, prescriber information, patient status, and other data. ▪ Prepares patient list and profiles, for new drug request forms, for submission to the Authorizing Medical Officer or designate for review daily. ▪ Prepares report for Pharmacy regarding daily drug approvals and dispensing. ▪ Releases information to authorized personnel in accordance with established standards and procedures. ▪ Checks error reports on a weekly basis, and generates prescription refill forms, clinical staging forms, and any other information as relates to AHEC project. ▪ Enters data into electronic databases for all the agreed upon indicators at AHEC supported health facilities. ▪ Creates and maintains filing systems for confidential documents according to established procedures. ▪ Performs general office and other duties as required, or those that may be assigned by the supervisor.

Essential: Diploma in Clinical Medicine and Community Health with Training in M&E in South Sudan Context.




Education background

Desirable: Training in HIV Testing Services, Pre and Post-test counselling, Index Testing and Adherence Counselling, ART services, M&E

Other Attributes

- South Sudanese national
- Ability to Speak Juba Arabic
- Proven experience as data entry clerk in South Sudan.
- Most updated knowledge in DHIS2 is a Must.
- Fast typing skills; Knowledge of touch typing system is strongly preferred.
- Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.).
- Working knowledge of office equipment and computer hardware and peripheral devices.
- Basic understanding of databases.
- Good command of English both oral and written.
- Great attention to detail.
- Create spreadsheets with large numbers of figures without mistakes.
- Verify data by comparing it to source documents.
- Ability to update existing data in the system or spreadsheet.
- Ability to retrieve data from the database or electronic files as requested.
- Perform regular backups to ensure data preservation.
- Sort and organize paperwork after entering data to ensure it is not lost
- At least 2 years' experience supporting the implementation of health care programmes with M&E responsibility in South Sudan.

JOB TITLE

Community Liaison Officer (01 Position)

Report to

ART Medical Officer

Salary

Attractive

Principle

Responsibilities

She/he will be responsible for providing referral of clients to service delivery points and conducting follow ups of clients on ART, Linking Key Populations (FSWs) and their clients, other at risk populations to AHEC supported health facilities. Specific tasks will include,

- Development work plans and implement health facility and community linkages activities with focus on ART clients education, follow up, KPs linkages to service delivery points.
- Supervise HIV Peer educators and ensure weekly and monthly reports collection.
- Conduct tracing and home visiting of ART clients on treatment to ensure adherence to treatment regimens.
- Facilitate the relationship between the community, KPs and HIV prevention and treatment sites
- Line manage the Community HIV Peer educators and adhere to Site targets, protocol and guidelines.
- Planning and implementation of a coherent and strategized Community Outreaches/Home Visiting.
- Creative planning and execution of Community Outreach Events and Activities



- Proactively maintain an up-dated knowledge base pertaining to HIV/AIDS, prevention, Care and Treatment services.
- Obtain and distribute to HIV & AIDS Peer Educators latest and up-dated information with regard to HIV/AIDS Prevention, Care and Treatment Services
- Perform any other duties assigned by the supervisor.

Education background

Essential: Diploma in Nursing/Midwifery/Social Sciences with HIV & AIDS Trainings especially in ART and Counselling.

Desirable: Training in HIV Testing Services, Pre and Post-test counselling, Index Testing and Adherence Counselling, and ART services.

Other Attributes

- South Sudanese national
- Ability to Speak Juba Arabic
- Experience in managing community based staff will be advantageous
- Computer skills (Internet, Microsoft Office – Word, Excel, PowerPoint)
- Problem solving and decision- making skills at community level
- Attentive to detail
- Analytical skills
- Ability to build interpersonal relationships/ stakeholder management
- Verbal and written skills in English, Arabic and Bari
- Work ethic and standards Facilitation skills
- Ability to lead a team, as well as be a team player
- Planning and organising skills
- Ability to multi task
- Passion, Innovation, Progress, Integrity, Respect, Excellence
- At least 3 years' experience working as community liaison officer linking community and health care facilities.

Handwritten application letters, resumes and Certified copies of academic documents should be addressed to:

Application delivery

**The Human Resource Manager
Health Link South Sudan
Tongpiny Residential Area, American Residence close
Plot No.72,Block No.3-K South
JUBA, REPUBLIC OF SOUTH SUDAN**

AND MAILED TO jobs@healthlinksouthsudan.org

ONLY SHORT LISTED APPLICANTS SHALL BE CONTACTED

HLSS MANAGEMENT WILL NOT ACCEPT HAND DELIVERED APPLICATION DUE TO THE NEED TO PROTECT THE PUBLIC FROM COVID-19

