

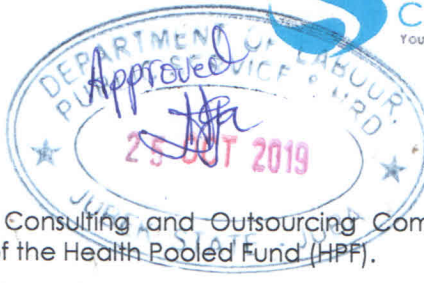
**Health Pooled Fund 3: South Sudan**

**Job Title:** Data and Administration Assistant

**Location:** Juba, South Sudan – HPF office

**Start date:** November 2019, date TBC

**Date JD updated:** August 2019



**1. Who we are**

ShimaHR Consultants is a Human Resource Consulting and Outsourcing Company that is currently managing the Human Resource Component of the Health Pooled Fund (HPF).

HPF began its third phase of programming HPF in October 2018 and is planned to run until 2023. The project is funded by the British Government's Department for International Development (DFID), the Government of Canada, the Swedish International Development and Cooperation Agency (SIDA), United States Agency for International Development (USAID) and the Global Alliance for Vaccines and Immunisation (GAVI).

HPF3 merges two previous health programmes - Health Pooled Fund 2 (HPF2), which provides healthcare at health facility level, and the Integrated Community Case Management 2 (ICCM2) programme, which provides healthcare to children under-five within more remote communities. HPF3 supports delivery of community level, essential primary health care, secondary health care and referral health services, stabilisation of local health systems, and procurement and supply chain management of essential medical commodities.

HPF supports services in eight state hubs of South Sudan formerly known as: Eastern Equatoria, Central Equatoria, Western Equatoria, Northern Bahr el Ghazal, Western Bahr el Ghazal, Warrap, Unity and Lakes.

The programme impact will be an improved health and nutrition status for the population that saves lives and reduces morbidity (including maternal, infant and under-5 mortality), and has the following three principal outcomes:

- Improved health and nutrition services for the population, especially women and children;
- Improved community engagement and accountability of health services;
- Stabilisation of local health systems.

To attain these outcomes, the HPF3 team is responsible for:

- Effective programme management, including robust risk management;
- Ensuring continuity of and support to service delivery, with a focus on improving quality;
- Specialist technical assistance covering health service delivery, community engagement, nutrition, health planning, information and HRH.
- Procurement and supply chain management of essential medical commodities
- Management of the Implementing Partner fund
- Management of fiduciary risk associated with use of donor funds;

**2. Position Summary**

This position is responsible for ensuring that all the data and administration tasks in support of the supply chain operations in country are performed accurately and timely under the guidance of the LMIS and National Supply Chain Management Specialist. The expected activities are detailed below.

**3. Responsibilities**

- Downloading reporting templates from the database, arranging them into 21 lots and sending them out to all IPs on a monthly basis.
- Receiving and checking all 82 reports (55 counties + 27 hospitals) for compliance (use of correct template), completeness (number of facilities reporting) and timeliness before uploading onto the database every month.
- Using the monthly consumption report submission, prepare a checklist of facilities that did not submit reports on time (after the dateline) to share with contracts and the supply chain team for necessary action/feedback to the IPs.
- Using the distribution team ITV, prepare a checklist for tracking Last Mile Distribution PODs during every consignment distribution.
- Receiving, checking and arranging 803 last mile PODs (number depends on the facility list) on every consignment distributed. The arrangement will be based on the Log frame indicator of those facilities receiving within 21 days and those receiving after 21 days.
- Receiving, organizing and making ready for analysis, 21 Med Logs monthly situational report and 6 months training plans.

- Filling on Sharefile monthly consumption reports, LMD PODs, monthly MedLog SitRep and other documents as required.
- Providing data to fill up checklists and other related information requested by Contracts, MEL and other project departments.
- Any other administrative or data responsibility as may be assigned by the supervisor.

#### **4. Qualifications:**

- Bachelor's in Supply Chain Management or a relevant subject from a reputable institution

#### **5. Requirements**

- Demonstrable experience in management of admin activities
- Experience in supply chain and logistics programmes
- Ability to process supply chain documentation and data
- Demonstrable ability to write reports
- Excellent interpersonal skills
- Clear and articulate communicator in English, both in writing and verbally
- Computer literate; Microsoft Office package, particularly Excel.

#### **6. Reporting and communication**

This position reports to the LMS and National Supply Chain Management Specialist.

#### **7. Duration**

Annually renewable contract anticipated November 2019 to June 2023 (program period) depending availability of funding and good performance.

#### **How to Apply**

Interested candidates may submit their application attaching and current CV detailing their experience for the post including daytime telephone contacts and three referees, preferably previous line managers to [recruitment@shimahr.com](mailto:recruitment@shimahr.com) on or before Thursday 7<sup>th</sup> November, 2019. Hardcopy applications can be delivered at Health Pooled Fund Office, Tong Pin down American residency road, near Turkish embassy.

**Only shortlisted candidates will be contacted.**