



# Christian Mission for Development

*Transforming lives, building communities*

<b>POSITION :</b>	<b>LOT. COORDINATOR.</b>
<b>JOB LOCATION:</b>	<b>PANYAGOR</b>
<b>REPORTING TO</b>	<b>HEALTH MANAGER</b>
<b>Start Date</b>	<b>19th September 2019.</b>



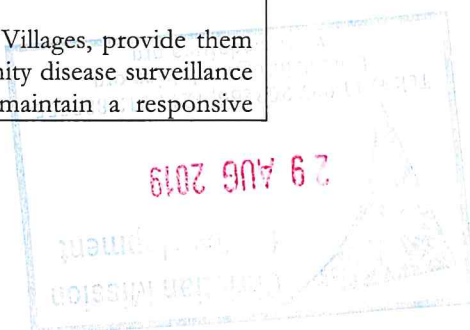
## Key Duties of a Lot Co-ordinator.

### Reports to Health Manager.

The role of Lot. Coordinator is to oversee all Health activities and provide leadership and management with the health Manager. He/she will work closely with the clinical officer and other health officers, the different Health Coordinator's and Health Manager. He/she will be under the direct supervision guidance of the health and Nut Manager but is not limited to: -

### Responsibilities.

- With the Help of the Project Manager, you will do, Project Design, Project Management, Budgeting, Monitoring, Implementation and Evaluation,
- Contribute to development of new proposals, linked to the South Sudan health strategy drafted by the Ministry of Health.
- In close collaboration with the Ministry of Health, establish a functional and responsive emergency health and nutrition response programs in the targeted areas.
- Set clear objectives and indicators for sectorial activities in collaboration with the health & nutrition staff, field managers and, where appropriate, with the local communities.
- Continuously monitor and supervise health& nutrition activities, evaluating progress through outputs and impacts using both quantitative and qualitative data.
- Ensure accurate and timely reporting of activities to donors and other relevant stakeholders in conformity with agreed timeframes and formats.
- Facilitate preparation of regular project updates, narrative reports, updates, financial reports and submit them within the agreed time frames.
- Developing, training and maintaining an active community case surveillance and reporting system at each health post,
- Ensure regular monitoring and reporting of project implementation, including sharing of Weekly, Monthly, Quarterly, and Annual reports.
- Liaise with Finance Manager in Project Budgeting, ensure that all documents guiding implementation such as budgets, Daily projects Expenses (procurements), Cash flows, cash projections are prepared and used correctly, In Juba up to field level.
- Train, and conduct lesson-learnt forums and document best practices and challenges throughout the project life/ phase.
- Keep and share information from NGO meetings, Cluster meetings, government correspondences and internal CMD controls.
- Support the implementation of the health interventions adhering to standard protocols, Health information tracking and reporting,
- Supervise Community health workers in the respective payams and Villages, provide them with on job training including use for nutrition surveillance, community disease surveillance and reporting and support the Community Health Workers to maintain a responsive





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network in the villages linked to the health Units.

## Other Duties

- Attend meetings, workshops and training as required.
  - Disseminate knowledge and skills to clinic staff
  - Report any challenges to the Clinical Officer and/or CHD and partner
  - Maintain CHD/CMD's good reputation through your work.
  - Assist in any other area of CMD/MOH activity as assigned by Clinical Officer in charge and/or CHD/partner
- Carry out any other duties as advised by his/her supervisor.

## Representation.

Representing the organization at the National and local context

Collaborating and coordinating with the government, NGOs, and UN agencies at County, State, Payam, Boma and village level with your supervisor.

Participating in state and county level meetings and other relevant humanitarian/ recovery coordination meetings

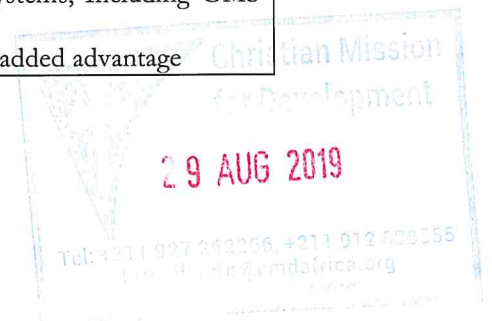
Ensuring that all relevant stakeholders have information about the organization's background, program, objectives, working areas, duration of programs and activities in the field.

Promoting and reinforcing relationships with state and county technical and local authorities

Ensuring correct MOUs are in place with relevant county/state stakeholders.

## Qualifications & Experience:

- Tertiary education in either nursing, human medicine or public Health.
- Excellent writing and reporting skills with clear understanding of South Sudan humanitarian context.
- Willingness to work under pressure, without supervision.
- At least 3 years working experience in emergency health with proficiency in a busy Health programmed setting.
- Familiarity with UN grants management and procedures.
- At least three years of experience working with NGOs in project design, implementation, monitoring and evaluation in a complex humanitarian context.
- Knowledge of computerized HMIS tools, MS Word, Excel and Power Point
- Excellent verbal and written communication skills, experience in writing training report, project documentation, reporting and other relevant program information
- The position will require ability to spend most of the individual's time to be in the field.
- Proven organizational skills and time management.
- Must have Knowledge of health based computing and reporting systems, Including GMS Reporting.
- Good command of Spoken and written English, fluency In Arabic is added advantage





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- Female applicants are strongly encouraged to apply.

Women are highly encouraged to apply.

## **POSITION IS OPEN TO ONLY SOUTH SUDANESE NATIONALS**

SUBMISSION ON OR BY: 19<sup>TH</sup> SEPTEMBER 2019.

CHRISTIAN MISSION FOR DEVELOPMENT JUBA-NABARI.

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