



world relief™
SOUTH SUDAN



STAND / FOR THE VULNERABLE™

World Relief South Sudan
Hai Cinema P.O. BOX 41
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www.worldrelief.org

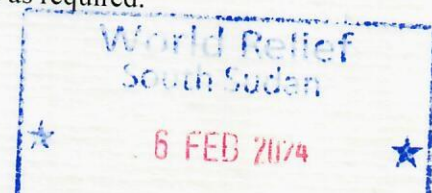
Job Description

Title of Position: Field Health Coordinator (1 Position)
Department: Health
Title of Immediate Supervisor: Area Coordinator/Health and Nutrition Manager
Work Location: Rubkona

World Relief South Sudan is the South Sudanese branch of World Relief, an international non-governmental organization dedicated to partnering with the local Church, to see the most vulnerable people transformed economically, socially, and spiritually. Since 1998 World Relief has been working with the local Church to address humanitarian and development needs related to Health, Nutrition, Food Security & Livelihoods (FSL), Education, WASH (Water, Sanitation & Hygiene), Protection, Disaster Risk Reduction (DRR), and Church Empowerment.

Program Management and Development:

- Oversee the implementation of the health program and ensure that the program goals, objectives, targets, and activities are met, as stated in the project work plan and log frame.
- Ensure that the projects are properly monitored and evaluated. Conduct regular monitoring visits to various static facilities as well as CHWs. Ensure reports of monitoring and supervision activities are written and filed for documentation and donor reporting needs
- Ensure that the health program is implemented in line with world relief and donor framework principles: promoting and protecting beneficiary rights, participation, capacity building, partnership, and holistic programming.
- Prepare a monthly work plan in coordination with the area coordinator and health and nutrition manager.
- Promote the culture of learning and documentation so that lessons learned and good practices are documented and shared for institutional memory and learning. Ensure the field experiences are documented and used to advocate on behalf of the communities.
- Work closely with other world relief programs present in the same location, such as food security, education, nutrition, and WASH, and integrate program components to the extent possible.
- Prepare weekly updates for the health program and submit them to the M&E officer for compilation.
- Provide weekly DHIS 2 reports and weekly program updates to be submitted to the CHD M&E for uploading into the online system.
- Ensure that the monthly planned activities are done and the monthly program report is prepared and shared with the health manager and M&E coordinator.
- Prepare internal and external reports (Such as DHIS 2, Workbook, and other narrative reports) within agreed deadlines using world relief and donor formats as required.



- Provide technical training to the health staff to build on their capacity for efficient work.
- Ensure all planned capacity-building training are done as per the work plan and the donor requirements.
- Participate in health need assessments whenever required by the program director or health manager.

Grant Management and Reporting:

- Prepare the health activity monthly cash forecast to be submitted to the Area Coordinator for compiling and subsequent submission to the Juba finance and grants unit.
- Make timely liquidation of expenditures for activities that have been accomplished.
- Make and submit a procurement Purchase request for items under the health program that are required at the field level.
- Ensure appropriate and timely spending of grants to achieve program goals, grant reporting contributions, and distribution of supplies and resources in coordination Area coordinator, health coordinator, and the health and nutrition manager.

Staff Management:

- Maintain updated job descriptions, recruit local staff in conjunction with the human resource department, and orient new staff to world relief and local authorities.
- Supervise health staff directly, providing ongoing leadership to the project team and overseeing implementation and coordination.
- Set performance objectives for the supervised staff, routinely monitor their performance and evaluate them at the end of the performance period.
- Determine personnel needs for the field-level activities, develop job descriptions in coordination with the area coordinator, and interview candidates, whenever needed.
- Recommend promotions and disciplinary actions for facility-based health staff through consultation with the area coordinator and health and nutrition manager.
- Address and mitigate staff complaints and conflicts in coordination with the Area Coordinator/Health and Nutrition manager.

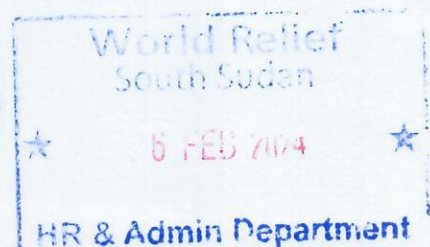
Coordination & Representation:

- Develop and maintain effective working relationships with all stakeholders-including community leaders, churches, NGOs, UN agencies, Community based Organizations, and other world relief sectors to enhance cooperation and coordination.
- Represent World relief to the donor agencies, the county health department (CHD), UN agencies, partners, and other stakeholders as advised by the Area Coordinator and Health and Nutrition Manager.
- Represent world relief in all health-related coordination meetings at the state level.

In general:

- With a generous and serving spirit, perform all other tasks and responsibilities assigned for the

Applications Procedures:



Applicants desiring consideration for this position should submit the following:

APPLICATION PROCEDURES

Potential candidates desiring consideration for this position should submit the following:

- Application letter expressing your motivation for the position;
- Current CV, copies of diplomas and certificates, including nationality (no original documents);
- List of three former supervisors who can serve as job references, as well as a church reference, with valid email addresses and contact numbers.

Interest potential candidates should submit the above items in the application in any one of the following ways:

Submission to the world Relief Juba Office in Hai Cinema Tender Box) or Online submission by email to WRSSRecruitment@wr.org copying GElizabeth@wr.org including the job title in the subject line or email.

Applications must be received by **29th February, 2024** at 5:00PM. Applications will be reviewed as they are being received and only shortlisted candidates will be contacted.

