



## Job Advert

Job Title: Health Programme Manager  
Job Category: Senior management

Date: 07/06/22

### Caritas Torit Health Programme Manager

Caritas Torit is a subsidiary of the Catholic Diocese of Torit. It is registered in 2013 with the Ministry of Justice in accordance with the New NGO Act 2003 further registered with RRC in 2016 under chapter 3, section 10 of NGO Act 2016. The headquarter of Caritas Torit is in Torit, Eastern Equatoria State. Caritas Torit engages in extensive multi-sectoral humanitarian and development programmes in all counties of Eastern Equatoria State.

To strengthen its health programme, Caritas Torit is seeking a Health Programme Manager, to be based 70% in Torit and 30% in the field. This is a technical and senior management position. The health programme manager reports to the Executive Director of Caritas Torit and all heads of facilities and administration staff of health programme report to her/him.

#### Summary of the Functional Duties and Responsibility of the Health Programme Manager.

1. Implements health policies of the Catholic Diocese of Torit.
2. Undertakes review of the diocesan health policies and ensures it remains relevant and in line with the policies of the ministry of health.
3. Carries out management oversight in all CDoT health facilities.
4. Coordinates CDoT health programme with key stakeholders including the government, humanitarian and development partners.
5. Consolidates CDoT health reports on quarterly and annual basis for the CDoT leadership.



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6. Submits the mandatory reports from CDoT facilities to the State's Health Department.
7. Mentors health programme personnel at the facilities to ensure efficiency.
8. Develops and manages health projects of the Catholic Diocese of Torit.
9. Appraises the performances of the heads of facilities and recommends appropriate responses based on performance appraisal.
10. Advises the top leadership of the Catholic Diocese of Torit on sustainability and best practices in health programme.
11. Works with the programme managers of the other sectors in CDoT to build synergy to create a stronger impact of all CDoT interventions.
12. Represents the Catholic Diocese of Torit as well as Caritas Torit in health forum at the national, regional and international level.
13. Ensures that all assets of the health programme are kept in safe and optimum conditions.
14. Ensures that staff discipline is always high.
15. Maintains all records and data of health programme in a way that is safe, appropriate and accessible.

### **Qualification and Competences of the Applicant**

1. The applicant for this position should be a medical doctor who has completed studies from a reputable medical school. A masters' degree in medicine or public health is a bonus.
2. The applicant should be a national of South Sudan with a nationality certificate as a proof.
3. An experience of three years of work in South Sudan in health management position with a staff numbering more than 100 persons is expected.
4. Applicants should demonstrate adequate level of at least of spoken Arabic or colloquial Arabic spoken in Eastern Equatoria State. They must have a very good command of English Language. The type of accent whether South Sudanese, British, American or Australian doesn't matter.
5. Applicants are expected to have strong competence in team building skills.
6. Applicants are expected to have capability for multi-tasking as this position coordinates all the health programmes of CDoT and interfaces with several stakeholders.
7. Applicants should have a demonstrated capacity for project proposal writing and adept in report writing.



8. Basic computer literacy for accessing mails, writing reports, searching information on the internet, online meeting is a MUST.
9. Basic financial accounting skills are expected of the applicant.
10. Applicants are expected to demonstrate the leadership quality of being articulate and inspirational.
11. Applicants should be able to drive and have a valid driving permit.

### **How to Apply**

1. Expression of interest in this position should be on one page accompanied by a curriculum vitae and sent by email to Executive Director, Caritas Torit, Catholic Diocese of Torit.
2. The following should also be attached: copies of degree from medical schools, a letter from a referee, the letter of recommendation from the last employer, photocopies of nationality certificate.
3. The expiry date of application is on 17/06/22 at 4:00 pm.
4. Short listed applicants will be contacted by both emails and telephone call. If by 25/06/2022 an applicant has not received any response from Caritas Torit, it means their application is not successful.

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