



HEALTHCARE FOUNDATION ORGANIZATION (HFO)

To improve and advance the "Quality of Healthcare" in South Sudan and its regions

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JOB VACANCY ANNOUNCEMENT

VA/HFO/SSHF/USG//01/2026

Job titles:	Medical Doctor – SSHF USG Project (1 position)
Duty station:	Manajang PHCC_Stabilization Center, Fangak County_Jonglei State
Reporting to	Health Manager
Department:	Health
Project:	South Sudan Humanitarian Fund (SSHF-USG) Emergency Response Project
Contract Type:	Full-Time (Project-Based)
Duration:	6 months, renewable based on performance and funding.
Hours:	40 hours per week
Opening date	27/3/2026
Closing date	17/4/2026
Starting Date	ASAP

BACKGROUND

Healthcare Foundation Organization (HFO) was founded in 2015 in South Sudan and has established a strong local presence for the last ten years. HFO operates across key states of South Sudan, including:

- Central Equatoria State(Juba County)
- Upper Nile State(Fashoda, Panyikang, Malakal, Maiwut, Nasir and Baliet)
- Jonglei State(Fangak, Bor, Twic East, Ayod, Canal Pigi)
- Unity State(Leer County and Mayendit County)
- Northern Bahr El Ghazal(Aweil East):
- Warrap State (Gogrial East County)

Beyond South Sudan, HFO was also registered in Sudan in 2022 with its head office in Khartoum, and additional operations in White Nile and Blue Nile States before the Sudan's crisis in 2023 and early 2025, HFO extended its operation to refugee's settlement in Palebek, Lamu District_Uganda and has been registered with the Government of Uganda as a Regional Humanitarian Organization.

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Website: <http://hfo-ss.org/>

Email: info@hfo-ss.org / healthcarefoundation.org@gmail.com

Address: Kololo road behind Catholic University of South Sudan / Opp. UNIDOR Office / Plot No: 143 blocks (1) Juba Nabari (Tongpiny, Khartoum Regional Office at GAH Compound)





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Our dedicated team of experts delivers high-quality programs in health, nutrition, Gender Based Violence (GBV), protection, Non-Food Items (NFI), Food Security and Livelihood (FSL), education, water, sanitation, and hygiene (WASH). Through these interventions, HFO has reached and supported over 300,000 vulnerable and affected people with lifesaving humanitarian assistance and long-term development initiatives.

Since 2018, HFO has been actively implementing humanitarian programs across six states of South Sudan. All our services align with humanitarian core policies, international best practices, and the specific needs of South Sudanese communities and institutions.

For more information, please visit our website: www.hfo-ss.org.

OUR VISION STATEMENT

HFO envisions empowered, holistically transformed, and peaceful communities growing in unity and diversity towards self-reliance.

OUR MISSION STATEMENT

HFO exists to inspire, empower, and transform communities to move towards self-reliance by providing holistic social services and development assistance.

Open Positions

Healthcare Foundation Organization (HFO) is a national non-governmental organization committed to delivering life-saving health and nutrition services to vulnerable communities across South Sudan. HFO is currently seeking a qualified and experienced candidate to fill the position below:

Position: Medical Doctor (1)– Stabilization Center

Purpose of the Position



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The Medical Doctor will be responsible for the clinical management of severely malnourished children with medical complications admitted to the Stabilization Center (SC) at Manajang PHCC. The role ensures the delivery of high-quality, life-saving inpatient care in line with national (MoH) and international (WHO) protocols.

Key Responsibilities

Clinical Management

- Diagnose and manage Severe Acute Malnutrition (SAM) with complications in line with IMAM/WHO guidelines
- Provide inpatient care including stabilization, treatment, and monitoring
- Prescribe medications and therapeutic feeds (F-75, F-100, transition to RUTF)
- Manage complications such as infections, dehydration, anemia, and shock
- Conduct daily ward rounds and ensure quality case management

Supervision & Capacity Building

- Supervise nurses, nutrition staff, and SC personnel
- Provide on-the-job training and mentorship
- Ensure adherence to clinical protocols and standards

Monitoring & Reporting

- Ensure accurate patient documentation and record-keeping
- Prepare and submit weekly and monthly reports
- Monitor key performance indicators (recovery, mortality, defaulter rates)

Coordination & Referral

- Coordinate referrals with OTP sites and community teams
- Collaborate with CHD, partners, and cluster stakeholders
- Ensure timely referral of complicated cases



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Quality Assurance & IPC

- Ensure strict adherence to Infection Prevention and Control (IPC) standards
- Maintain hygiene and sanitation in the Stabilization Center
- Monitor drug consumption and prevent stock-outs

Qualifications & Experience

- Medical Doctor (MBBS or equivalent) with valid registration
- Minimum 2–3 years of clinical experience, preferably in emergency or nutrition programs
- Experience in Stabilization Centers or CMAM/IMAM programs is highly desirable
- Strong knowledge of WHO and MoH treatment protocols

Skills & Competencies

- Strong clinical and diagnostic skills
- Ability to work in emergency and resource-limited settings
- Leadership and team management skills
- Strong communication and reporting skills
- Ability to work under pressure

Working Conditions

- Based in Manajang with possible field movements
- May require extended working hours during emergencies
- Exposure to challenging humanitarian conditions

Application Process

- Opening Date: 27/3/2026
- Deadline for Applications: **April 17, 2026** (applications reviewed on a rolling basis)
- Expected Start Date: As Soon As Possible (ASAP).





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Interested and qualified candidates should submit their cover letter, updated CV, and academic/professional certificates to HFO Head Office through hand deliver in person.

Please clearly indicate the position applied for in the subject line of your application:
"Application for **Nutritionist** – HFO Office_Tonpiny behind Catholic University opposite UNIDOR"

Note: Only shortlisted candidates will be contacted for interviews.

13.0 HOW TO APPLY:

- ✓ Applications should be addressed to the **Human Resource & Administration Department** (hrm@hfo-ss.org) by quoting the vacancy position not later than **April 17, 2026@ 5.00 PM. Hard Copy Applications should be delivered into the Tender's Box through the Security Guard.**
- ✓ Applications received after this date will not be considered and submitted using the email address:
- ✓ Due to the urgency of these positions, applicants **WILL BE** selected on a rolling basis and before the deadline.
- ✓ Qualified female applicants are particularly and strongly encouraged to apply!

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JOB VACANCY ANNOUNCEMENT

VA/HFO/SSHF/USG//01/2026

Job titles:	Clinical Officer – SSHF USG Project (2 positions)
Duty station:	Manajang PHCC, Fangak County_Jonglei State
Reporting to	Health Officer
Department:	Health
Project:	South Sudan Humanitarian Fund (SSHF-USG) Emergency Response Project
Contract Type:	Full-Time (Project-Based)
Duration:	6 months, renewable based on performance and funding.
Hours:	40 hours per week
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Open Positions

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Position: Clinical Officer (2)

Purpose of the Position

1. Job Purpose

The Clinical Officer is responsible for providing quality primary healthcare services, including diagnosis, treatment, and management of common illnesses and injuries. The role ensures effective



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clinical care delivery in line with national guidelines and international standards, with a focus on improving patient outcomes in both emergency and development settings.

2. Key Responsibilities

A. Clinical Service Delivery

- Diagnose and treat patients based on clinical assessment and national treatment protocols.
- Prescribe medications and manage patient treatment plans appropriately.
- Provide outpatient and inpatient care services.
- Manage common illnesses such as malaria, respiratory infections, diarrhea, and other communicable diseases.
- Identify and manage emergency and life-threatening conditions and stabilize patients for referral where necessary.
- Support maternal and child health services, including antenatal and postnatal care.

B. Nutrition & Integrated Care

- Screen patients for malnutrition (MUAC, weight, height, edema).
- Manage uncomplicated SAM cases and support complicated cases in Stabilization Centers.
- Integrate nutrition services into routine clinical care.
- Provide nutrition counseling and referrals to OTP/SC services.

C. Patient Management & Referral

- Ensure proper patient triage, admission, and discharge procedures.
- Maintain accurate and complete patient records and registers.





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- Refer complicated cases to higher-level facilities as required.
- Follow up on referred cases where applicable.

D. Infection Prevention & Control (IPC)

- Ensure adherence to infection prevention and control protocols.
- Maintain hygiene and sanitation standards in clinical areas.
- Promote rational use of antibiotics and safe medical practices.

E. Pharmacy & Supplies Management

- Ensure rational prescription and use of medicines.
- Monitor availability of essential drugs and medical supplies.
- Report stock levels and prevent stock-outs or expiries.

F. Community Health & Outreach

- Support outreach services such as mobile clinics and health campaigns.
- Participate in health education and promotion activities.
- Strengthen referral linkages between community and health facilities.

G. Monitoring, Reporting & Documentation

- Record patient data accurately in registers and reporting tools.
- Prepare daily, weekly, and monthly clinical reports.
- Monitor key health indicators and contribute to program evaluations.
- Ensure confidentiality and proper data management.



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H. Teamwork & Coordination

- Work closely with nurses, nutritionists, midwives, and community health workers.
- Participate in multidisciplinary team meetings.
- Coordinate with Ministry of Health and partner organizations.

I. Compliance & Safeguarding

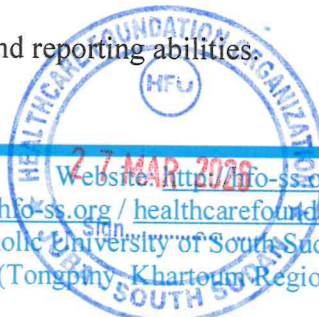
- Adhere to national clinical guidelines and humanitarian standards.
- Uphold medical ethics and patient confidentiality.
- Apply safeguarding and Prevention of Sexual Exploitation and Abuse (PSEA) principles.

3. Qualifications & Experience

- Diploma or Degree in Clinical Medicine from a recognized institution.
- Valid professional license/certification to practice.
- Minimum 2–4 years of clinical experience in a health facility or humanitarian setting.
- Experience in primary healthcare and emergency response is preferred.
- Knowledge of IMCI, CMAM, and integrated health services is an advantage.

4. Skills & Competencies

- Strong diagnostic and clinical decision-making skills.
- Ability to manage a wide range of medical conditions.
- Excellent communication and patient care skills.
- Strong record-keeping and reporting abilities.





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- Ability to work under pressure in resource-limited settings.
- Teamwork and coordination skills.
- Computer literacy (MS Office and health information systems).



5. Languages

- Fluency in English (required).
- Knowledge of local languages is an added advantage.

6. Key Performance Indicators (KPIs)

- Number of patients consulted and treated.
- Quality of diagnosis and treatment outcomes.
- Timeliness and accuracy of reports.
- Adherence to clinical protocols and guidelines.
- Patient satisfaction and quality of care indicators.

7. Ethical Considerations

- Maintain patient dignity, confidentiality, and informed consent.
- Provide equitable and non-discriminatory care.
- Uphold professionalism and accountability.

8. Working Conditions

- Based in health facilities with possible outreach to remote areas.
- May involve long working hours and emergency duties.





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- Exposure to infectious diseases and high patient workload.

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JOB VACANCY ANNOUNCEMENT

VA/HFO/SSHF/USG//01/2026

Job titles:	Nutrition Nurse – SSHF USG Project (2 positions)
Duty station:	Manajang PHCC, Fangak County_Jonglei State
Reporting to	Nutrition Officer
Department:	Nutrition
Project:	South Sudan Humanitarian Fund (SSHF-USG) Emergency Response Project
Contract Type:	Full-Time (Project-Based)
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Open Positions

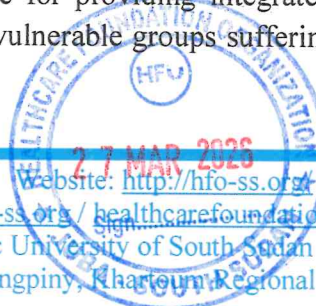
Healthcare Foundation Organization (HFO) is a national non-governmental organization committed to delivering life-saving health and nutrition services to vulnerable communities across South Sudan. HFO is currently seeking a qualified and experienced candidate to fill the position below:

Position: Nutrition Nurse (2)– Stabilization Center

Purpose of the Position

1. Job Purpose

The Nutrition Nurse is responsible for providing integrated nursing and nutrition services to patients, particularly children and vulnerable groups suffering from acute malnutrition. The role





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focuses on the clinical management of malnutrition cases, supporting both outpatient (OTP) and inpatient (Stabilization Center) services in line with national and international protocols.

2. Key Responsibilities

A. Clinical & Nutrition Care

- Screen patients for malnutrition using MUAC, weight, height/length, and edema checks.
- Identify and manage Moderate Acute Malnutrition (MAM) and Severe Acute Malnutrition (SAM) cases.
- Administer medications and therapeutic feeds (RUTF, F-75, F-100) as prescribed.
- Monitor patients' vital signs and clinical progress regularly.
- Manage uncomplicated SAM cases in OTP and support complicated cases in Stabilization Centers.
- Ensure adherence to Integrated Management of Acute Malnutrition (IMAM/CMAM) protocols.

B. Patient Care & Case Management

- Admit, treat, and discharge patients based on established criteria.
- Maintain accurate patient records, including treatment cards and registers.
- Provide follow-up care and ensure continuity of treatment.
- Counsel caregivers on feeding practices, hygiene, and home care.
- Ensure a compassionate, respectful, and patient-centered approach.

C. Infection Prevention & Control (IPC)

- Maintain hygiene and sanitation standards in nutrition and clinical areas.



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- Ensure proper sterilization of equipment and safe waste disposal.
- Prevent cross-infection, especially in Stabilization Centers.

D. Community Outreach & Health Education

- Support community screening and referral activities.
- Conduct health and nutrition education sessions for caregivers.
- Promote Infant and Young Child Feeding (IYCF) practices.
- Strengthen linkages between community and health facility services.

E. Supply & Stock Management

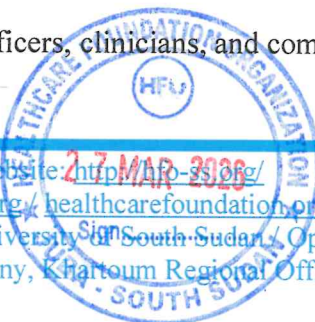
- Monitor and manage stock of nutrition supplies (RUTF, therapeutic milk, drugs).
- Ensure proper storage and handling of medical and nutrition commodities.
- Report stock shortages and prevent expiries or misuse.

F. Monitoring, Reporting & Documentation

- Record daily activities and patient data accurately.
- Prepare and submit weekly and monthly reports.
- Track key indicators (admissions, recovery, defaulters, deaths).
- Ensure data quality and confidentiality.

G. Teamwork & Coordination

- Work closely with Nutrition Officers, clinicians, and community health workers.





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- Coordinate referrals between OTP, SC, and other health services.
- Participate in team meetings and capacity-building activities.

H. Compliance & Safeguarding

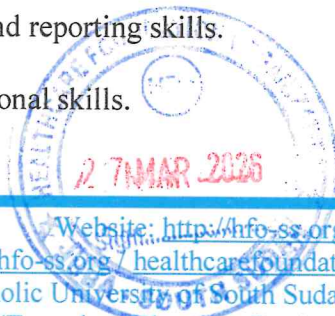
- Adhere to medical ethics, humanitarian principles, and organizational policies.
- Ensure confidentiality and protection of patient information.
- Apply safeguarding and Prevention of Sexual Exploitation and Abuse (PSEA) principles.

3. Qualifications & Experience

- Diploma or Degree in Nursing from a recognized institution.
- Valid nursing license/certification.
- Minimum 2–3 years of experience in nutrition or clinical care programs.
- Experience in CMAM/IMAM programs is highly desirable.
- Experience in emergency or rural health settings is an advantage.

4. Skills & Competencies

- Strong clinical and nursing skills.
- Knowledge of malnutrition screening and treatment protocols.
- Good communication and counseling skills.
- Ability to work under pressure in resource-limited settings.
- Strong documentation and reporting skills.
- Teamwork and interpersonal skills.





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- Basic computer literacy.

5. Languages

- Fluency in English (required).
- Knowledge of local languages is an added advantage.

6. Key Performance Indicators (KPIs)

- Number of patients screened, admitted, and treated.
- Recovery, defaulter, and mortality rates in line with Sphere standards.
- Accuracy and timeliness of reports.
- Quality of patient care and adherence to protocols.
- Stock management efficiency.

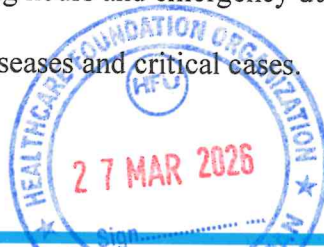
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- Maintain patient dignity, confidentiality, and informed consent.
- Provide non-discriminatory and culturally sensitive care.
- Uphold professionalism and accountability.

8. Working Conditions

- Based in health facilities and field settings.
- May involve long working hours and emergency duties.
- Exposure to infectious diseases and critical cases.

Application Process



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- Opening Date: **27/3/2026**
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- Expected Start Date: As Soon As Possible (ASAP).

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Please clearly indicate the position applied for in the subject line of your application:
"Application for **Nutrition Nurse** – HFO Office_Tonpiny behind Catholic University opposite UNIDOR"

Note: Only shortlisted candidates will be contacted for interviews.

13.0 HOW TO APPLY:

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JOB VACANCY ANNOUNCEMENT

VA/HFO/SSHF/USG//01/2026

Job titles:	Nutritionists – SSHF USG Project (2 positions)
Duty station:	Manajang PHCC, Fangak County_Jonglei State
Reporting to	Nutrition Officer
Department:	Nutrition
Project:	South Sudan Humanitarian Fund (SSHF-USG) Emergency Response Project
Contract Type:	Full-Time (Project-Based)
Duration:	6 months, renewable based on performance and funding.
Hours:	40 hours per week
Opening date	27/3/2026
Closing date	17/4/2026
Starting Date	ASAP

BACKGROUND

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Open Positions

Healthcare Foundation Organization (HFO) is a national non-governmental organization committed to delivering life-saving health and nutrition services to vulnerable communities across South Sudan. HFO is currently seeking a qualified and experienced candidate to fill the position below:

Position: Nutritionists (2)– Stabilization Center

Purpose of the Position

1. Job Purpose

The Nutritionist – Stabilization Centre is responsible for the clinical and nutritional management of children (and sometimes adults) suffering from Severe Acute Malnutrition (SAM) with medical



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complications. The role ensures quality inpatient care in line with national protocols and international standards, reducing morbidity and mortality associated with malnutrition.

2. Key Responsibilities

A. Clinical & Nutrition Management

- Manage admission, treatment, and discharge of SAM cases with complications according to national and WHO protocols.
- Conduct comprehensive nutrition assessments (MUAC, weight, height/length, edema check, appetite test).
- Prescribe and monitor therapeutic feeding (F-75, F-100, Ready-to-Use Therapeutic Food – RUTF).
- Monitor vital signs, clinical progress, and nutritional recovery daily.
- Identify and manage medical complications in collaboration with clinicians.
- Ensure appropriate infant and young child feeding (IYCF) practices.

B. Stabilization Center Operations

- Ensure proper functioning of the Stabilization Center (SC).
- Maintain hygiene, infection prevention, and control (IPC) standards within the SC.
- Supervise preparation and administration of therapeutic milk and feeds.
- Ensure availability and proper use of essential drugs, supplies, and equipment.
- Monitor bed occupancy, admission, recovery, default, and mortality rates.

C. Case Management & Follow-Up

- Maintain accurate patient records, including treatment charts and registers.



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- Ensure proper referral of stabilized cases to Outpatient Therapeutic Program (OTP).
- Follow up on discharged patients where applicable.
- Provide counseling to caregivers on feeding practices and home care.

D. Community Linkages & Outreach

- Work closely with community nutrition teams to ensure early identification and referral of cases.
- Support outreach activities such as mass screenings and nutrition education sessions.
- Strengthen referral pathways between community, OTP, and SC services.

E. Capacity Building & Supervision

- Train and mentor health workers, nurses, and nutrition assistants on SAM management.
- Support on-the-job coaching for SC staff.
- Promote adherence to national and international nutrition guidelines.

F. Monitoring, Reporting & Documentation

- Compile and submit daily, weekly, and monthly nutrition reports.
- Track key performance indicators (recovery, death, defaulter rates).
- Ensure data accuracy and timely reporting to supervisors and partners.
- Participate in nutrition assessments, surveys, and program evaluations.

G. Coordination & Representation

- Coordinate with Ministry of Health staff, partners, and stakeholders.
- Participate in nutrition cluster/coordination meetings where required.

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- Ensure alignment with national nutrition protocols and guidelines.

H. Compliance & Safeguarding

- Ensure adherence to humanitarian principles and medical ethics.
- Apply safeguarding policies, including Prevention of Sexual Exploitation and Abuse (PSEA).
- Maintain strict confidentiality of patient information.

3. Qualifications & Experience

- Bachelor's degree in nutrition, Public Health, Clinical Medicine, or related field.
- Minimum 2–4 years of experience in nutrition programming, preferably in Stabilization Centres.
- Strong knowledge of Community-Based Management of Acute Malnutrition (CMAM).
- Experience working in emergency or fragile settings is highly desirable.

4. Skills & Competencies

- Strong clinical and nutrition assessment skills.
- Ability to manage SAM cases with complications.
- Excellent record-keeping and reporting skills.
- Strong interpersonal and counseling skills.
- Ability to work under pressure in resource-limited settings.
- Good coordination and teamwork skills.
- Computer literacy (MS Office and health information systems).



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5. Languages

- Fluency in English (required).
- Knowledge of local languages is an added advantage.

7. Ethical Considerations

- Respect patient dignity, confidentiality, and cultural sensitivity.
- Ensure informed consent for treatment.
- Apply a caregiver-centered and child-friendly approach.

8. Working Conditions

- Based in health facilities with frequent exposure to critically ill patients.
- May require extended working hours and emergency response duties.
- Regular coordination with field and community teams.

Application Process

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JOB VACANCY ANNOUNCEMENT

VA/HFO/SSHF/USG//01/2026

Job titles:	Registered Midwife – SSHF USG Project (1 position)
Duty station:	Manajang PHCC, Fangak County_Jonglei State
Reporting to	Clinical Officer
Department:	Health
Project:	South Sudan Humanitarian Fund (SSHF-USG) Emergency Response Project
Contract Type:	Full-Time (Project-Based)
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Position: Registered Midwife (1)

Purpose of the Position

1. Job Purpose

The Registered Midwife is responsible for providing quality maternal and newborn healthcare services, including antenatal, delivery, postnatal, and reproductive health services. The role aims to reduce maternal and neonatal morbidity and mortality through safe, respectful, and evidence-based care.

2. Key Responsibilities

A. Maternal & Newborn Care

- Provide comprehensive antenatal care (ANC), including screening, counseling, and routine check-ups.
- Conduct safe and clean deliveries (normal vaginal deliveries).
- Provide essential newborn care immediately after birth.
- Monitor labor using tools such as the partograph.
- Identify complications during pregnancy, labor, and postpartum, and take appropriate action.
- Provide postnatal care (PNC) for mothers and newborns.

B. Emergency Obstetric & Newborn Care (EmONC)

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- Recognize and manage obstetric emergencies (e.g., hemorrhage, eclampsia, sepsis).
- Stabilize patients and refer complicated cases to higher-level facilities.
- Assist in Basic Emergency Obstetric and Newborn Care (BEmONC) services.

C. Family Planning & Reproductive Health

- Provide family planning counseling and services (short- and long-term methods where applicable).
- Educate women and families on birth spacing and reproductive health.
- Screen and refer cases of sexually transmitted infections (STIs).

D. Infection Prevention & Control (IPC)

- Maintain strict hygiene and sanitation standards in maternity wards.
- Ensure sterilization of delivery equipment and proper waste disposal.
- Prevent maternal and neonatal infections.

E. Health Education & Counseling

- Educate mothers on breastfeeding, nutrition, hygiene, and newborn care.
- Promote early and exclusive breastfeeding practices.
- Provide counseling on danger signs during pregnancy and after delivery.

F. Documentation & Reporting

- Maintain accurate maternal and newborn records (ANC, delivery, PNC registers).

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- Document all procedures, treatments, and outcomes.
- Prepare and submit timely reports.
- Ensure confidentiality and proper data management.



G. Community Outreach & Referral

- Support community outreach programs, including ANC/PNC awareness.
- Strengthen referral systems between community and health facilities.
- Follow up on high-risk pregnancies where applicable.

H. Teamwork & Coordination

- Collaborate with Clinical Officers, Nurses, Nutritionists, and Community Health Workers.
- Participate in multidisciplinary team meetings and trainings.
- Coordinate with Ministry of Health and partners.

I. Compliance & Safeguarding

- Adhere to national maternal health guidelines and protocols.
- Uphold professional midwifery ethics and standards.
- Ensure patient dignity, confidentiality, and informed consent.
- Apply safeguarding and Prevention of Sexual Exploitation and Abuse (PSEA) principles.

3. Qualifications & Experience

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- Diploma or Degree in Midwifery from a recognized institution.
- Valid midwifery license/registration.
- Minimum 2–3 years of experience in maternal and newborn care.
- Experience in humanitarian or rural health settings is an advantage.
- Training in BEmONC is highly desirable.

4. Skills & Competencies

- Strong clinical skills in maternal and newborn care.
- Ability to handle deliveries and obstetric emergencies.
- Good communication and counseling skills.
- Ability to work under pressure in resource-limited settings.
- Strong documentation and reporting skills.
- Teamwork and interpersonal skills.
- Basic computer literacy.

5. Languages

- Fluency in English (required).
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6. Key Performance Indicators (KPIs)





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- Number of ANC visits conducted.
- Number of safe deliveries assisted.
- Reduction in maternal and neonatal complications.
- Timeliness and accuracy of reports.
- Adherence to maternal health protocols.
- Patient satisfaction and quality of care.



7. Ethical Considerations

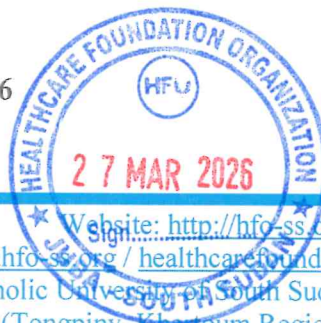
- Always provide respectful maternity care.
- Ensure confidentiality and non-discrimination.
- Obtain informed consent before procedures.
- Uphold professionalism and accountability.

8. Working Conditions

- Based in health facilities with possible outreach to remote areas.
- May involve night shifts, on-call duties, and emergency response.
- Exposure to high-risk maternal and neonatal cases.

Application Process

- Opening Date: 27/3/2026





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JOB VACANCY ANNOUNCEMENT

VA/HFO/SSH/USG//01/2026	
Job titles:	Registered Nurse – SSHF USG Project (1 position)
Duty station:	Manajang PHCC, Fangak County_Jonglei State
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Department:	Health
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Contract Type:	Full-Time (Project-Based)
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Open Positions

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Position: Registered Nurse (1)

Purpose of the Position

1. Job Purpose

The Registered Nurse is responsible for delivering high-quality nursing care to patients, supporting clinical services, and ensuring patient safety and well-being. The role includes patient assessment,





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treatment, monitoring, and health education in accordance with national health guidelines and humanitarian standards.

2. Key Responsibilities

A. Patient Care & Clinical Services

- Assess, triage, and provide nursing care to patients in outpatient and inpatient settings.
- Administer prescribed medications, treatments, and procedures safely and accurately.
- Monitor patients' vital signs and clinical progress.
- Assist in diagnosis and treatment under the supervision of a Clinical Officer or Medical Officer.
- Provide emergency and first aid care when required.
- Ensure proper patient admission, transfer, and discharge procedures.

B. Maternal, Child Health & Nutrition Support

- Support antenatal, delivery (if applicable), and postnatal care services.
- Provide immunization services in collaboration with EPI teams.
- Screen children and vulnerable groups for malnutrition (MUAC, weight, edema).
- Support management of MAM/SAM cases and referral to OTP or Stabilization Centers.
- Promote Infant and Young Child Feeding (IYCF) practices.

C. Infection Prevention & Control (IPC)

- Maintain strict hygiene and sanitation standards in clinical areas.
- Ensure sterilization of equipment and proper waste management.



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HEALTHCARE FOUNDATION ORGANIZATION (HFO)

To improve and advance the "Quality of Healthcare" in South Sudan and its regions

Email: healthcarefoundation.org@gmail.com | ed.healthcarefoundation.org@gmail.com |
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- Prevent and control infection transmission within the facility.

D. Patient Education & Counseling

- Educate patients and caregivers on disease prevention, treatment adherence, and hygiene.
- Provide counseling on nutrition, breastfeeding, and health practices.
- Promote community awareness on key health issues.

E. Documentation & Reporting

- Maintain accurate and up-to-date patient records and registers.
- Document treatments, medications, and patient progress.
- Prepare and submit daily, weekly, and monthly reports.
- Ensure confidentiality and proper data management.

F. Pharmacy & Supplies Management

- Monitor availability of drugs and medical supplies.
- Ensure proper storage and handling of medications.
- Report stock shortages and prevent expiries.

G. Teamwork & Coordination

- Work closely with Clinical Officers, Nutritionists, Midwives, and Community Health Workers.
- Participate in team meetings, case discussions, and trainings.
- Coordinate referrals within and outside the facility.

H. Compliance & Safeguarding





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- Adhere to nursing ethics, national health guidelines, and organizational policies.
- Ensure patient confidentiality and dignity.
- Apply safeguarding and Prevention of Sexual Exploitation and Abuse (PSEA) principles.

3. Qualifications & Experience

- Diploma or Degree in Nursing from a recognized institution.
- Valid nursing license/registration.
- Minimum 2–3 years of clinical experience.
- Experience in primary healthcare or humanitarian settings is an advantage.
- Knowledge of IMCI, EPI, and nutrition programs is desirable.



4. Skills & Competencies

- Strong clinical and patient care skills.
- Ability to work under pressure in resource-limited settings.
- Good communication and interpersonal skills.
- Strong documentation and reporting abilities.
- Teamwork and coordination skills.
- Basic computer literacy.

5. Languages

- Fluency in English (required).
- Knowledge of local languages is an added advantage.





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6. Key Performance Indicators (KPIs)

- Number of patients attended and quality of care provided.
- Accuracy and completeness of patient records.
- Adherence to treatment protocols and nursing standards.
- Timeliness of reports.
- Patient satisfaction and safety indicators.



7. Ethical Considerations

- Maintain patient dignity, confidentiality, and informed consent.
- Provide equitable, non-discriminatory, and culturally sensitive care.
- Uphold professionalism and accountability.

8. Working Conditions

- Based in health facilities and outreach settings.
- May require shift work, night duty, and emergency response.
- Exposure to infectious diseases and high patient workload.

Application Process

- Opening Date: 27/3/2026
- Deadline for Applications: April 17, 2026 (applications reviewed on a rolling basis)
- Expected Start Date: As Soon As Possible (ASAP).

Interested and qualified candidates should submit their cover letter, updated CV, and academic/professional certificates to HFO Head Office through hand deliver in person.

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Website: <http://hfo-ss.org>
Email: info@hfo-ss.org / healthcarefoundation.org@gmail.com
Address: Kololo road behind Catholic University of South Sudan / Opp. UNIDOR Office / Plot No: 143 blocks (1) Juba Nabari (Tongony, Khartoum Regional Office at GAH Compound)





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Please clearly indicate the position applied for in the subject line of your application:

“Application for **Registered Nurse** – HFO Office_Tonpiny behind Catholic University opposite UNIDOR”



Note: Only shortlisted candidates will be contacted for interviews.

13.0 HOW TO APPLY:

- ✓ Applications should be addressed to the **Human Resource & Administration Department** (hrm@hfo-ss.org) by quoting the vacancy position not later than **April 17, 2026@ 5.00 PM. Hard Copy Applications should be delivered into the Tender's Box through the Security Guard.**
- ✓ Applications received after this date will not be considered and submitted using the email address:
- ✓ Due to the urgency of these positions, applicants **WILL BE** selected on a rolling basis and before the deadline.
- ✓ Qualified female applicants are particularly and strongly encouraged to apply!

HFO Employment statement: Healthcare Foundation Organization (HFO) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, or marital status

