



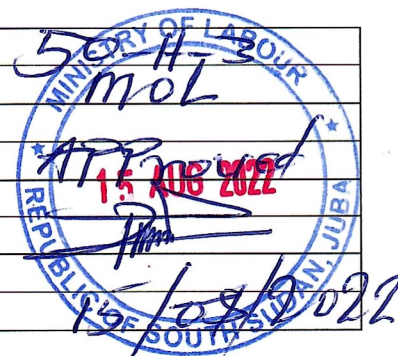
Charity and Empowerment Foundation

Charity and Empowerment Foundation (CEF) is a non-Governmental and not for profit organization addressing the most urgent and pressing needs of the vulnerable members of the society. The aim of forming CEF is to lead positive social change by empowering communities to improve their health living conditions, fight poverty, illiteracy, and discrimination against women. CEF is currently operating in Aweil east County in Northern Bahr El Ghazal, Awerial County in Lakes State, Bor South County in Jonglei State, and Juba County in Central Equatoria. CEF is planning to implement a UN women funded project "Crisis affected women in POCs and host communities in Juba to increase the uptake of COVID-19 vaccines and related health services in Juba.

We are currently seeking qualified candidates for the position of: Health Project Officer, to be based in Juba.

Job Vacancy

Job Title	Health Project Officer
Report To	Head of Program
Duty Station	Juba
Duration	Seven (7) Months
Position Opened For	South Sudanese Only
Desired Start Date	ASAP
Open Advert	15, August, 2022
Ended date For Advert	2nd Sept, 2022



Working relationship: Head of programs, Grant & operation manager, Procumbent manager, Finance Manager and HR department.

Job Summary: This job posting summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.

CEF will consider for employment all qualified applicants in a manner consistent with the requirements of applicable state and local laws.

CEF fosters the strength and health of its workforce through a complete benefits, professional development and policies and programs that support a healthy work/life balance.





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KEY RESPONSIBILITIES:

The health project Officer will work under the supervision of the head of Program to provide programmatic and management support for efficient implementation of the COVID-19 UN Women Response Mechanism. He/she will coordinate with internal teams and partners to monitor program activities against the workplan and notify the head of program and grant and operation Manager of progress towards meeting timelines. The health project Officer will be assigned to take responsibility for discrete tasks related to implementation of project activities, including coordinating technical assistance, supporting the deployment of assessments and surveys, and organizing workshops and special events. S/he will be responsible for providing timely weekly and monthly reporting of intervention activities to Head of Program.

Program Development

- Ensure effective engagement of project partners and coordination of project activities
- to ensure seamless collaboration and coordination and to inform CEF interventions

Program Planning, Implementation and Review

- Assist the Head of programs and the grant and operation manager in coordinating COVID-19 intervention activities.
- Work with project partners and laboratories in coordinating activities for lab assessments, lab systems strengthening and improved lab surveillance systems.
- Organize and coordinate monthly review meetings.
- Organize and coordinate technical assistance workshops.
- Support development of project technical deliverables as needed.
- Ensures high technical standards are used to guide the technical and programmatic aspects of work plans.
- In collaboration with M&E staff, ensure data collection tools are developed and periodically reviewed, qualitative and quantitative data is collected and systematically collated.
- Ensure monthly qualitative and quantitative reports are provided as per FHI 360 standards and timelines, as well as utilization of data to improve services.
- Maintain project files and ensure appropriate documentation of donor reports, meeting minutes and timelines.

Staff management

- Liaise with internal program, finance, and M&E teams to track project progress and organize project information.
- Motivate and lead the team in meeting project objectives and developing capacity of staff.
- Promote a positive culture of high performance, customer service, continuous improvement, two-way communication, and teamwork.





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Other Duties

- Fulfil other appropriate level responsibilities as defined by your supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

- Degree (or preferably Master's degree) in public health, health sciences, or other relevant discipline.
- 3-5 years' project management experience in public health, health programming and coordination.
- Ability to monitor projects, set priorities and plan for the successful program activities
- Experience in mentorship, coaching and supervision of technical staff
- Proven ability to build and effectively monitor and evaluate effectiveness of the program through quantitative and qualitative assessments.
- Strong interpersonal, adaptability and management skills. A strong team player and adept at creating a strong team spirit.
- Demonstrated capacity building experience.
- Ability to work independently with minimal supervision, coordinate diverse activities, work well with others and to communicate effectively.
- Demonstrated ability to produce quality reports and proposal inputs on short deadlines.
- Experience in a Non-Government Organization is an added advantage.
- Knowledge and adherence to national or WHO guidelines for health care management in PNG.
- Must be proficient in Microsoft Office programs and have strong analytical, problem solving, and reasoning abilities.
- Strong English language writing and oral communication skills

Women and people with impairment are strongly encouraged to apply. CEF doesn't discriminate on basis of race, origin, and religion. CEF is a child centred organization and takes issues of child abuse seriously. CEF has zero tolerance to Protection of Sexual Exploitation and abuses (PSEA).

How to apply

Qualified applicants should submit their applications, resumes, copies of certificates, and nationality ID to Human Resource, Charity and Empowerment Foundation. 1st Floor, Yaro Plaza, Addis Ababa Road, Hai Cinema, Juba. Or send them via jobs.cef@cef-ss.org

CC_joseph.simon@cef-ss.org, duot.atem@cef-ss.org by **2nd Sept 2022** before 4:00pm. Your email subject must be **Application for Health Project Officer position.**

Only shortlisted candidates shall be contacted. Applications will be reviewed on regular basis

