



VACCANCY ANNOUCEMENT FOR THE POSITION OF *EPI* ASSISTANT

About Coalition for Humanity.

Coalition for Humanity (CH) is a humanitarian and development NGO registered in South Sudan with experience in implementing humanitarian and resilience projects. The organization focuses on Food Security and Livelihoods (FSL), Water, Sanitation and Hygiene (WASH), Gender Based Violence (GBV), General Protection (GP), Health and Nutrition. Coalition for Humanity has experience in integrating projects and forming a nexus across sectors in order to leverage on resources. We consider Protection/GBV, Housing, Land and Property rights (HLP) governance, peace building and conflict transformation as cross cutting issues. We have successfully integrated these in WASH, FSL, Non-food items, Health and Nutrition. Coalition for Humanity has its headquarters in Juba but with presence in the Upper Nile counties of Malakal, Renk, Longechuk, Maiwut. CH operates in Jonglei State with presence in Ayod, and Fangak counties and Unity State with field offices in Leer, Panyijiar, Mayendit, Koch, Rubkona and Mayom counties. It also has an operational presence in the Ruweng Administrative Area with field offices in Pariang and in Greater Pibor Administrative area with field office in Pochalla County. Coalition for Humanity seeks to recruit the below position;

Position Description.

Job title: EPI Assistant

Job Location: Mayendit County- Unity State

Reports to: Clinical Officer

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Approved by
S/inspector 9 Lohsuer
18/10/2024

Job Summary

The EPI assistant will work under the direct supervision of the nurse/midwife and will perform generalized duties such as maintaining accurate records and charts, maintaining accurate EPI records including daily and permanent registers, and additional records missed cases and defaulters (prepare and update lists on a monthly basis). working closely with health workers within the mobile facility, health promoters and other staff in order to avoid missed opportunities for immunization of children to be followed up through list and defaulter tracing and coordinating with other team members for proper recording of birth, as well as growth monitoring activities in the facilities.

Key Responsibilities

- Conduct static vaccination sessions as scheduled and holding outreach activities
- Administer vaccines correctly in accordance with guidelines, while maintaining strict aseptic techniques.
- Report and record measles cases and conduct immunization, dropping up and/or any other supplemental immunization activities/campaigns.

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- Liaise closely with health workers within the mobile facility, health promoters and other staff in order to avoid missed opportunities for immunization of children to be followed up through list and defaulter tracing.
- Coordinate for proper birth recording/ reporting and growth monitoring activities in the facilities in collaboration with other team members.
- Maintain accurate records/ charts of monitoring coverage of the patients in the clinic and target population.
- Maintain accurate EPI records including daily and permanent registers, and additional records missed cases and defaulters (prepare and update lists on a monthly basis).
- Provide counseling to care givers on the preventative and curative health aspects of the vaccines, vaccination schedules, when to return for the other shot of vaccine etc.
- Receives vaccine from the county department and ensure that the cold chain is correctly maintained to the point of actual immunization in accordance with standardized guidelines.
- Prepare monthly statistical report, vaccine consumption/ wastage rates and submit in a timely manner.
- Ensure that used syringes, needles and all vaccinations vials are stored and disposed as per protocol.
- Participate in meeting with county department representatives, volunteers and community leaders to discuss EPI activities such as defaulters, EPI campaigns etc.
- Co-ordinate with health promoters on regular basis for defaulter tracing and participate in health education sessions.
- Coordinate with the nutrition wing for the treatment and immunization of the identified malnourished children and their follow up.

Project Reporting

- Provide regular and timely update of immunization and defaulter tracing efforts to the clinical officer in accordance with the set reporting timelines.
- Ensure preparation and submission of weekly vaccination updates to the clinical officer.

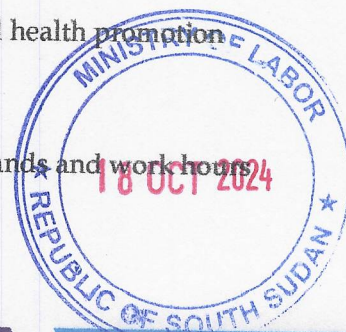
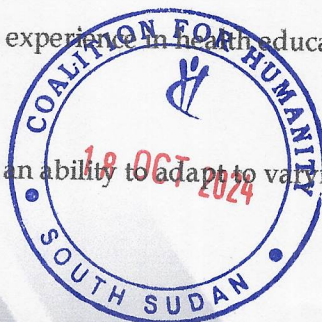
Person specification

Education and Experience

- A secondary or high school certificate
- Certificate of attendance in vaccination offered by a reputable organization
- Prior experience in community mobilization for vaccination campaigns.
- Experience in vaccinating and referral for vaccination of children under five, returnees and pregnant and lactating women.
- Positive and professional attitude, able to organize, maintain and prioritize work under pressure and able to work in hardship environment
- Good knowledge of the expanded program of immunization guidelines
- Fluent in the local language and knowledge of local culture are required
- Knowledge of English and local Arabic is desirable.
- Experience in conducting EPI activities
- Experience in the preparation of EPI reports
- Technical experience in a clinical setting
- Good knowledge of MOH procedures and guidelines for primary healthcare centers in South Sudan
- Minimum 1 year of proven experience in health education and health promotion

Behavioral Competencies

- Flexibility in approach and an ability to adapt to varying demands and work hours



- Ability to identify problems and resolve them
- Ability to work unsupervised
- Proficient skills and experience in working with MS Office
- Ability to exercise sound judgment, to remain flexible to a changing environment, and to make decisions independently
- Ability to work well with a cross-cultural team
- Familiarity with international humanitarian operations, coordination structures, and the mandates of donors, UN agencies, and other NGOs.

Coalition for Humanity has a zero tolerance for Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct that enshrines the principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act by this clause.

Disclaimer: The above job description and job specification are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.

Interested Applicants are invited to submit their Application letter and latest CV including three referees, Nationality ID and Academic documents/ testimonials in one PDF file via email to jobs@ch-int.org or hand deliver hardcopies to any of our field offices accessible to you. Clearly indicate the position you are applying for in the email Subject. The Deadline for application is 07th November 2024.

