



world relief™

SOUTH SUDAN

STAND / FOR THE VULNERABLE™

World Relief South Sudan
Hai Cinema P.O. BOX 41
Juba, South Sudan

www.worldrelief.org

TITLE OF POSITION: Health Officer.

IMMEDIATE SUPERVISOR: Area Coordinator

Work Location: Bentiu IDP Camp.



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

Job Summary (Main Job Purpose):

The incumbent will be directly responsible to oversee world relief health program in Rubkona county/Bentiu IDP Camp, he/she will work to ensure the project goals and objectives are met as per the agreement between world relief and SSHF.

Specific Duties and Responsibilities:

Program Management and Development:

- Oversee the implementation of health program and ensure that the program goals objectives, targets and activities are met, as state in the SSHF agreed 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 that the health program is implemented in line with world relief and SSHF frame work principles: promoting and protecting beneficiary rights, participation, capacity building, partnership and holistic programming.
- Prepare monthly work plan in coordination with the area coordinator and health and nutrition manager.
- Promote the culture of learning and documentation so that lessons learnt 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.



- Ensure that the monthly planned activities are done and monthly program report is prepared and shared with the Quality specialist.



Grant Management and Reporting:

- Prepare Monthly cash forecast to be submitted to the Area coordinator for compiling and subsequent submission to juba finance and grants unit.
- 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.
- Ensure appropriate and timely spending of grants to achieve program goals, grant reporting contributions, use and distribution of supplies and resources in coordination Area coordinator, health coordinator and the health and nutrition manager.
- Provide weekly DHIS 2 report and weekly program updates to be submitted to the Quality specialist.

Staff Management:

- Maintain update job descriptions, recruit local staff in conjunction with the human resource department and orient new staff to world relief and local authorities.
- Supervise health staffs 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 area coordinator and health and nutrition manager.
- Address and mitigate staff complain 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 state ministry of health (SMOH), UN agencies, partners and other stakeholders as advised by the Area Coordinator and Health and Nutrition Manager.

In general:

- To carry out any other duties and /or responsibilities assigned by his immediate supervisor
- To be flexible as required
- To be accountable, give feedback and appropriate information regarding the request or on-going tasks to the person or department, for the duties and performances he/she is carrying out for them.



CONSIDERING THE HUMANITARIAN NATURE OF THE WORK, THE EMPLOYEE CAN BE REQUESTED TO PERFORM ADDITIONAL DUTIES OR TO MODIFY WORKING HOURS FOR THE BENEFIT OF THE HEALTH PROGRAM



Qualifications and Experience:

- Must be a Diploma holder in Clinical Medicine from a recognize Medical training school
- At least 3 years' experience in implementing and managing health programs, preferably in complex humanitarian and/or emergency settings.
- Fluency in both written and spoken English
- Background in situation analysis and health assessments.
- Knowledge in soft ware (Windows, Microsoft Office, Excel; Microsoft Project, Outlook and Other)
- Ability to work under pressure and with minimum supervision, team leader, analytical, empowering, accountable, think creatively and solve problems.
- Strong ability to support and build the capacity of the health national team and strengthening pf health systems.
- Experience supervising national staff in a complex, insecure emergency setting.
- Excellent oral and written communication skills.
- Competent in DHIS is an asset.
- Additional qualities: ability to multitask, ability to handle pressure well, ability to improvise, flexibility, cultural and environmental sensitivity.

Applications Procedures:

Applicants desiring consideration for this position should submit the following:

- Application letter, expressing your motivation for the position you are applying;
- Current CVs, copies of diplomas or certificates, including nationality certificates
- List of three former Supervisors who can serve as job references one of whom should be from the church with the **valid email address and contact numbers.**

Interested candidates should submit the above requirements to the HR & Administration Manager, World Relief email WRSSRecruitment@wr.org, **not later than 29th September 2021 at 5:00p m**, include job title in the subject line of the email.

Applications will be reviewed as they are being received and only the shortlisted candidates will be contacted.

