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Approved by
Inspector of
Labour
06/10/23
M. H. H.



VACANCY ANNOUNCEMENT

Action Against Hunger is a non-governmental organization whose aims and mission is to save lives by eliminating hunger, under-nutrition, particularly during and after emergency situations like disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods (FSL); water, sanitation and hygiene (WASH) and advocacy.

Action Against Hunger USA is currently looking for a qualified **South Sudanese Nationals** to fill in the position of **Nurse O1 position**

Position open date: **October 06, 2023**

Closing date: **October 25, 2023**

Expected Start date: **November 2023**

Contract Duration: **3 Months with possibility of extension**

Location: **Kessengor (Non Relocatable)**

Deadline extended
November 8, 2023

M. H. H.



Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in seven countries: Kenya, South Sudan, Tanzania, Uganda, Ethiopia, Haiti and Somalia. Action Against Hunger-USA has approximately 1,500 staff based in the various country offices, Head Quarter in New York City and Operational Centre in Nairobi. Additional growth is anticipated.

I. SUMMARY OF POSITION

The Purpose of this position is to plan and provide medical and nursing care to patients in PHCU, at home or in other settings who are suffering from chronic or acute physical or mental ill health. A caring and compassionate nature and the ability to deal with emotionally charged and pressured situations are important traits of this Position.

The Kessengor-Nurse role is designed with the following purpose, engagement and delivery.

PURPOSE:

Reviews and verifies processes based on a refined understanding of a subject applied to a specialized area of work or in supporting a unit

Executes multi-step and intricate processes within a subject area according to established organizational standards

ENGAGEMENT

Responds to and resolves complex process-related inquiries; raises issues affecting delivery of process
Explains process variances to clients, outlines options and corresponding actions that affect the delivery of process

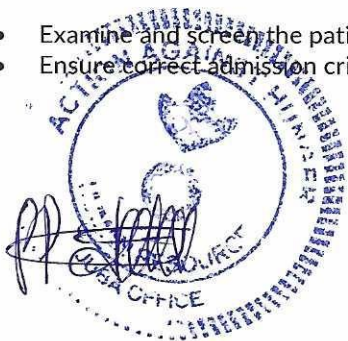
DELIVERY

Sequences and prioritizes deliverables ensuring established delivery timeframes
Delivers processes consistently according to established quality standard

II. ESSENTIAL JOB FUNCTIONS

OBJECTIVE 1: PATIENTS SCREENING AND ADMISSION.

- Examine and screen the patients for PHCU admission
- Ensure correct admission criteria to the PHCU are followed



- Relate well to the PHCU Caretakers, in terms of welcoming them, informing them of what they should expect and what is expected from them while their stay at the facility.
- Identify patients are at major risk and need special care.
- Identify which patients should be immediately admitted with an abbreviation history and examination after formal admission and the start of treatment under the supervision of clinical officer.
- Ensure registration of all the beneficiaries in the PHCU (registration book ID number, medical and treatment sheets, follow up card ID number etc.).
- Ensure standard therapeutic treatment protocol and the systematic treatment.
- Arrange consultations of the admitted patients.

OBJECTIVE 2: ENSURE FOLLOW UP OF THE PATIENTS DURING TREATMENT

- Responsible for proper day to day PHCU program implementation
- . Organized injection room or sites and make sure injections are done in aseptic condition
- Identify those patients who present a severe risk and give them special care;
- Ensure that the patients are vaccinated;
- Ensure the daily medical surveillance of the patients (vital signs)
- Ensure correct dosage of medications according to the systematic treatment protocol and medical prescriptions by clinical officer.
- Monitor, prevent and treat hypothermia in consultation with clinical officer.
- Monitor, prevent and treat hypoglycaemia in consultation with clinical officer.
- Diagnose and treat dehydration where present (strictly using the protocol) in the consultation with clinical officer.
- Provide the patient/ caretaker on importance of hygiene, the use of water and latrines, the importance of being present all the time during the first days;
- Explain to the caretaker her/his role as a partner in caring for the child;
- Encourage mothers to breast feed their children frequently and after each care administered;
- Ensure proper referral process for cases that needs further health treatment in consultation with clinical officer.

OBJECTIVE 3: SUPERVISE HYGIENE

- Check that the patients who do not present a risk of hypothermia are washed and properly dried every day
- Provide education to caretakers on importance of hygiene, the use of water and latrines.
- Check that the patients and the accompanying person wash their hands before each meal and after going to the toilet;
- Check that the mats and bed sheets are clean, washed and changed regularly and that blankets are available;
- Check that the children's clothes are washed and changed regularly;
- Check that the patient's space is washed by the accompanying person;
- Check that the water containers and utensils are clean.

OBJECTIVE 4: SUPERVISE AND ASSISTANCE

- Support the caretakers with information/ health Education on infant and young child feeding using the health and nutrition counselling cards and take-home messages
- Give the patients individual advice on health education and insist on the problems and good things observed (individual hygiene, sanitation, safe water etc.).
- Inform the Clinical Officer in cases of absence, fainting/fits, death, transfer to the hospital, transfer home;
- Coordinate with the Clinical Officer/DPM to arrange for transportation of the beneficiaries back home/ transfer to hospital.
- Work in close collaboration with the rest of the PHCU team.

OBJECTIVE 5: ENSURE THAT FOOD AND MATERIALS ARE SUFFICIENTLY SUPPLIED FOR THE CARE-TAKERS



- Must check every day to see if there are enough medical stock and make a report of the items missing or needed
- Report to the line manager/supervisor weekly basis on what the medical supplies status
- Ensure that drugs and medical supplies are properly used, maintained and well stored

OBJECTIVE 6: STOCK MANAGEMENT OF THE PHARMACY (DRUGS AND MEDICAL SUPPLIES)

- Responsible for the in and out book keeping (stock reporting) of all drugs and medical supplies used for beneficiaries
- Responsible to ensure that the medical supply is sufficient and that the pharmacy is well maintained and protected
- Responsible to order more drugs and supplies as needed to the line manager
- Responsible to oversee the transport of drugs
- Ensure that all medicines are properly used, maintained and well stored

OBJECTIVE 7: REPORTING

- Keep tracking of all accomplished activities in the PHCU and support the Clinical-Officer in monthly report write-up
- Prepare the monthly consumption report of medical supplies
- Weekly/monthly pharmacy stock report
- Weekly/monthly morbidity report

III. WORKING CONDITIONS, TRAVEL AND ENVIRONMENT

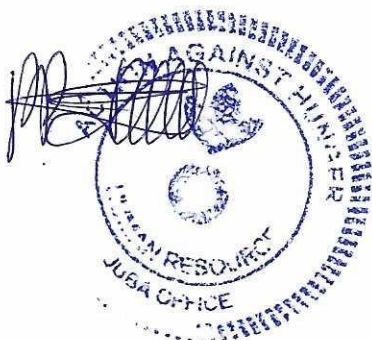
- The duties of the job require regular job attendance at least five days per week. Must be available to work outside normal office hours or on the weekends as required.
- Must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in the field, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as infectious diseases

IV. GENDER EQUALITY COMMITMENTS:

- Fostering environment that supports values of women and men's equal access to information.
- Provides an environment where women and men must be promoted based on the performance objectives.
- Respect for beneficiaries, women, men, children (boys & girls) regardless of gender, sex, disability, religion, etc.
- Value and respect for all cultures.
- Promote and uphold the PSEA policy and procedures

V. INTERNAL & EXTERNAL RELATIONSHIP

- Clinical Officer: Direct supervision and technical line manager.
- Multisector Program Manager: Hierarchical relationship – coordination - exchange of information.
- Other Program field staffs (Nutrition, WASH & FSL): exchange of information and coordination (integrated approach).
- Local community leaders: exchange of information, & collaboration of activities.
- Local government medical authorities: exchange of information, and coordination.
- Field & PHCU staffs of international aid organizations and MoH: exchange of information and collaboration.



VI. PHYSICAL DEMANDS

- To travel to the field, the employee must attest to a level of physical fitness capable of While performing the duties of this job, the employee is required to sit for long periods and to concentrate on work, including typing, and turn out heavy volumes of work accurately, within short time frames under stressful situations in the context of a moderately noisy office with many interruptions. Must be able to proofread own work accurately so that only minor corrections are needed on an infrequent basis.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

VII. GENDER EQUALITY COMMITMENTS & ZERO TOLERANCE TO SEXUAL EXPLOITATION and ABUSE

- Foster an environment that supports values of women and men, and equal access to information.
- Provide a work environment where women and men must be evaluated and promoted based on their skills and performance
- Respect beneficiaries' women, men, boys and girls regardless of gender, sex orientation, disability, religion, race, color, ancestry, national origin, age or marital status,
- Value and respect all cultures.
- Promote and uphold the PSEA policy and procedures.

VIII. REQUIRED QUALIFICATIONS

- ❖ Registered/bachelor Nurse, Enrolled/Certified nurse/Or Clinical officer
- ❖ At least two years working experience in the same field or expertise
- ❖ Experience in running Primary Health care programme
- ❖ Experience in Psychosocial support
- ❖ Previous experience with NGOs or UN agencies
- ❖ Fluent in English and local Arabic.

IX. ESSENTIAL SKILLS AND COMPTENCES

- ❖ Passionate health professional with experience in delivering primary health services (IMNCI)
- ❖ Good communication and interpersonal skills.
- ❖ Good analytical skills and organizational capacity.
- ❖ Knowledge of a variety of ICT systems including Excel, Word.
- ❖ Ability to work under tight deadlines and to share relevant information.
- ❖ Willing to travel in remote areas with basic living conditions.
- ❖ Flexible personality and negotiation skills.
- ❖ Conflict-management and mediation skills
- ❖ Ability to work in a multi-disciplinary and multi-cultural environment

X. SAFE GURADING COMMITMENT

Action against Hunger has zero tolerance towards all forms of harm and abuse.

We take concerns and complaints relating to safeguarding issues involving our staff, partners and suppliers very seriously. **We will take action to vigorously investigate and manage any violations or alleged violations of this policy**

To apply, please! Send your **Cover letter, CV, & ID card as one Document** with three professional References to recruitment@ssd-actionagainsthunger.org specifying **Nurse Kessengor:** as the title of your email, or **hard copy Applications delivered to Action Against Hunger Field Office-Kessengor.**

The deadline for applications is **October 25, 2023 at 5:00pm, however due to urgency of this position application will be reviewed they are received.** We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact.

We will only receive, accept and consider all applications submitted through referred channels above, any applications submitted other than channels stated here will not be accepted & considered.

"This Position is Open to South Sudanese Nationals Only"

Qualified Female Candidates are encouraged to apply"

PP 5/2023

