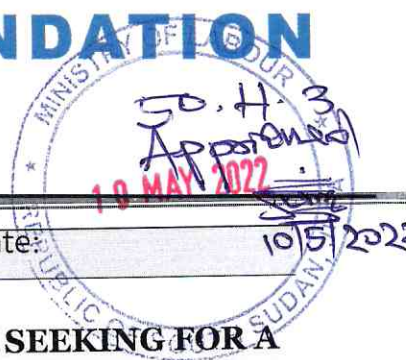




HEALTHCARE FOUNDATION ORGANIZATION

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Our Ref: **JOB VACANCY – VA/HFO/01/2022** Date: **10/5/2022**

HEALTHCARE FOUNDATION ORGANIZATION (HFO) IS SEEKING FOR A QUALIFIED PERSON FOR THE POSITION OF EMERGENCY HEALTH PROJECT COORDINATOR BASE IN LEER COUNTY OF UNITY STATE.

About Healthcare Foundation Organization (HFO) was founded 2015 in the South Sudan over 4 years ago and has built a long-term, local presence in Central Equatorial State, Upper Nile Region (Jonglei State and Unity State) and Bahr El Ghazel Region (Northern Bahr El Ghazel & Warrap State). Our Country team of advisors uses their specialist expertise in Health, Nutrition, Protection, Food Security, Education and Water, Sanitation and Hygiene. We work in above States to support over 100,000 poverty-fighting developments and humanitarian aid projects.

HFO has been working in South Sudan since 2017 and is currently working in four States. Our services are in line with Humanitarian core policies and are tailored for specific South Sudan organization, initiatives and regions. HFO would like to implement an anticipated it's Program. For more information, please visit HFO's website at www.hfossd.org

We wish to recruit interested and qualified applicants (South Sudanese national only) for the following position:

Our Vision

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

Our Mission

HFO exists to inspire, empower and transform communities to move towards self-reliance through the provision of holistic social services and development assistance.

JOB DESCRIPTIONS

Job title:	Emergency Health Project Coordinator (1 position)
Department:	Health & Nutrition Department

Email: healthcarefoundation.org@gmail.com

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





Directly responsible to:	Health & Nutrition Manager
Hours:	40 hours per week
Duty station:	Unity State (Leer County)
Project period:	3 Months
Job status	Relocatable
Opening date	May 10 th , 2022
Closing date	May 27 th , 2022
Starting date	ASAP

PURPOSE OF THE POSITION:

JOB SUMMARY: HFO is looking for a qualified Emergency Health Project Coordinator with competence and efficient Clinical Public Health and Managerial skills to provide supportive supervision to all health facilities workers for the Unity State (Leer County) four Mobile clinics and support County Health Department, such services shall treat all people with dignity, respect, care and compassion, recognizing their individual health beliefs, needs and values.

THE DUTIES & RESPONSIBILITIES;

- The Emergency Health Project Coordinator will work in collaboration with other partners to coordinate all health activities within the Counties.
- Provide support to the medical staff including Clinical Officers, Nurses and Midwives.
- Perform administrative and official duties by meeting other stakeholders coordinate with Juba office or the line Manager in the head office
- Take complete responsibility of the whole HFO supported health facilities in Unity State, Leer County.
- Monitor and develop plans of action and emergency plans for the whole county.
- Give daily update to the Health & Nutrition Manager on ground on daily activities.
- Maintain an excellence and cooperative relationships with other partners on ground and the CHD/SMOH.
- Support In-charge to educate patients, relatives or staff on HFO rules and processes.





- Check inventory of medical equipment and other supplies or stock of medicines and place orders in line with the pharmacist/In-charge accordingly.
- Support M&E in making reports and database of the patients, inventory and other necessary documentation on computers including monthly stock reports.
- Attending all NGOs Coordination meetings and give feedback to the health & Nutrition Manager and the Programme Coordinator.
- Report any unusual disease/suspected outbreaks detected within the county to the head office and respond to emergency cases together with the In-charge.
- Coordinate referrals from HFO Mobile site to the adjacent health facility for further treatment
- Work in adherence to the organization's standards, practices and policies
- Work in collaboration with all the staff members and support Surveillance Officers.
- Perform other duties as assigned by his/her Line Manager.
- Supportive monitoring and evaluation to all health facilities.

REQUIREMENTS

- Completed a Diploma in Clinical Medicine/Public Health, Bachelor of Science in Clinical Medicine. Health, Bachelor in Public health in an advantage.
- At least four to five years of experience in the same field working with the international Organizations in the fields.
- Experience in handling medical and administrative duties with minimum supervision
- Ability to write and speak English and Arabic and local language is an advantage.
- Strong organizational and multi-tasking skills in management.
- Ability to understand and respond to emergency/outbreaks.
- Ability to perform duties with optimum utilization of resources.
- Possess knowledge of safety practices and procedures and adhere to the code of ethics.
- Ability to counsel patients and relatives of all ages and problems solving.
- Strong interpersonal and time management skills within working environments.
- Knowledge of latest trends in health care in South Sudan
- Knowledge of basic computer skills like Microsoft Excel and Word
- A well organized, detail-oriented person with a confident personality





HOW TO APPLY:

Applications should be address to Human Resource Department by email: recruitments_hfo.org@gmail.com quoting the vacancy number not later than **May 27th, 2022 @ 5.00 PM**. Applications received after this date will not be considered.

NOTICE: DUE TO URGENCY OF THESE POSITIONS, APPLICANTS WILL BE SELECTED BEFORE DATELINE

Qualified female applicants are particularly encouraged to apply!

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

