



## JOB DESCRIPTION

<b>NAME</b>	
<b>JOB TITLE &amp; POSITION</b>	Health Manager in the Emergency Response Team (ERT). This position is specifically for staff to be deployed to the flood response in Ayod County, working in remote locations to respond to disease outbreaks, health and nutrition emergencies, and population displacement.
<b>LOCATION</b>	Ayod county, South Sudan
<b>REPORTING TO</b>	ERT Health Project Manager, technical management by ERT Medical Manager
<b>OVERALL PURPOSE</b>	The purpose of the Health Manager is to provide supervision to the various emergency responses to ensure patients are diagnosed and treated according to the South Sudan Ministry of Health Guidelines. Health Managers supervise and train local staff as they provide screening, testing, diagnosis, and treatment. In the event of disease outbreaks, Health Managers organise and implement case management and reactive vaccination campaigns in coordination with local partners. Health Managers are responsible for writing reports and keeping accurate data records, assisting with ensuring adequate stocks, training local staff as needed, and monitoring the overall health situation for potential outbreaks.
<b>PROJECT OVERVIEW</b>	To respond to health emergencies across South Sudan through provision of preventive and curative treatment such as PHC out-patient consultation, ANC, safe delivery, EPI, mass vaccination campaigns, and emergency nutrition.
<b>FUNCTIONAL LINKS</b>	
• <b>Internal:</b>	ERT Project Manager, Medical Manager, Health Managers, Logisticians and Community Liaison Officers. Local health staff.
• <b>External:</b>	Ministry of Health, WHO, and other NGO actors.
<b>RESPONSIBILITIES:</b>	
	<ul style="list-style-type: none"> <li>• Planning, preparation, and implementation of emergency rapid assessments.</li> <li>• Planning, preparation, and implementation of emergency response interventions including provision of primary health care services, disease outbreak case management, and reactive mass vaccination campaigns.</li> <li>• Responsible for all health technical aspects for interventions and ensuring that implementation meets all national and international standards.</li> <li>• Ensuring all financial and logistical policies and procedures are followed.</li> </ul>



MAIN ACTIVITIES:		
Uphold Medair values and contribute to the wellbeing of the team as an active member		
Medical / Technical		
<ul style="list-style-type: none"><li>Responsible for supervising the clinical management of patients according to South Sudan MoH treatment guidelines and international standards</li><li>Discuss patients that require referral to other treatment centres with the Team Leader or Medical Manager</li><li>Responsible for conducting on-the-job training and supportive supervision of locally recruited staff, includes perinatal care services at PHC facilities and ensuring the MoH PHCU guidelines are available and followed</li><li>Give feedback to the Medical Manager on technical issues related to management e.g. diagnosis, treatment, management of common communicable diseases, etc.</li><li>Responsible for clinic/intervention data collection and report writing at clinic level (DHIS, IDSR) and contribution to ERT assessment and intervention reports</li></ul>		30%
Staff Management		
<ul style="list-style-type: none"><li>Line management of locally recruited staff working in the health facilities</li><li>Act as team leader when requested, being responsible during interventions for overseeing all activities, security management, and communication with Juba support and team management/communication.</li></ul>		10%
Quality Management		
<ul style="list-style-type: none"><li>Fully responsible to continuously monitor progress against set objectives</li><li>Fully responsible to ensure that all reporting and administration is done according to the relevant guidelines and is reported accurately</li></ul>		20%
External Representation		
<ul style="list-style-type: none"><li>Coordinate and build relationships with local authorities and humanitarian partners during assessments and interventions</li><li>Attend MoH, community, partner, or cluster meetings, and other meetings when requested</li><li>Consult with to the ERT Health and Nutrition Project Managers before making any commitment on behalf of Medair, whether verbal or written</li></ul>		10%
Finance		
<ul style="list-style-type: none"><li>Prepare and be accountable for field payments, manage funds in the field, balance receipts</li></ul>		10%
Logistics		
<ul style="list-style-type: none"><li>Prepare field orders/stock requests for approval by the Project Manager</li><li>Ensure accurate documentation for all stock keeping and stock movement in field location.</li><li>Ensure good quality stock keeping in field locations, including cold chain management and proper storage of medical supplies.</li><li>Ensure timely stock order and management to prevent any stock outages impacting patient care/service provision</li></ul>		20%

## PERSON SPECIFICATION

QUALIFICATION / EXPERIENCE:	ESSENTIAL	DESIRABLE
<b>Vocational qualification</b>	Clinical Officer or Medical Assistant Diploma; Midwife diploma; Nurse; Paramedic; Doctor; or other clinical degree	Experience in the humanitarian sector, specifically in essential primary health care and MCH Experience working in remote locations Diploma in tropical medicine or international public health.
<b>Work experience</b>	2 years post graduate work experience	1 year work with a similar organisation
<b>Languages</b>	Fluent in spoken and written English and spoken Arabic	Fluent in other local languages.
<b>IT</b>	Working skills with Microsoft Word, Excel, and use of outlook	Experience with ODK systems.

COMPETENCIES	ESSENTIAL	DESIRABLE
--------------	-----------	-----------



<b>Motivation</b>		<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Desire to serve the community</li> <li>• Perseverance in dealing with challenges and difficult working contexts</li> </ul>	
<b>Team building</b>		<ul style="list-style-type: none"> <li>• Enjoys working with team and living in a team setting</li> <li>• Motivated to build capacity of team members and local staff.</li> </ul>	
<b>Adaptability</b>		<ul style="list-style-type: none"> <li>• Flexible and willing to work in difficult and busy environments</li> <li>• Willing to remain in the field for up to 8 weeks even during the rainy season</li> </ul>	Willing to learn new skills and sectors (hygiene promotion, nutrition)
<b>Technical expertise</b>		<ul style="list-style-type: none"> <li>• Knowledge of primary health care and management of tropical diseases</li> <li>• Basic understanding of IEHC/iCCM</li> </ul>	<ul style="list-style-type: none"> <li>• Full knowledge for the treatment of common diseases</li> <li>• Experience working in reproductive health</li> <li>• Knowledge of nutrition programmes (CMAM)</li> </ul>
<b>Management &amp; Leadership</b>		<ul style="list-style-type: none"> <li>• Able to work independently</li> <li>• Problem solver; takes initiative</li> <li>• Good planning, organization and reporting skills.</li> <li>• Coaching/teaching skills</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to lead a team</li> <li>• Able to make difficult decisions</li> </ul>

<b>WORK CONDITIONS</b>	The ERT work environment is dependent on the specific location. This may be in a location with permanent structures, electricity and housing, or it may be in the bush, without electricity and requiring tent camping. Some locations may be affected by insecurity; however, Medair follows strict security policies to minimise potential risks. All field locations are unaccompanied.
<b>JOB DETAILS</b>	As above. May change in response to the developing context and needs observed in the communities served, or shifting location of ERT interventions.

<b>JOB COMMITMENT</b>	
<b>Date of Issue:</b>	02/November/2021
<b>Position</b>	<b>02(experience applicants needed)</b>
<b>Duration of commitment:</b>	3 months
<b>Application Deadline</b>	<b>19/November/2021</b>

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: **Recruitment Human Resources Department Medair South Sudan - Theo Road, Hai Tong Ping** or e-mail: [recruitment-sds@medair.org](mailto:recruitment-sds@medair.org)

**Note:** due to the urgency of this positions we may start doing the shortlist immediately

