

## JOB ADVERTISEMENT

**POSITION:** County Health Coordinator (1)

**LOCATION:** Duk County

**STARTING DATE:** ASAP



Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund South Sudan Programme is looking for a suitable South Sudanese candidate to fill in the position of **County Health Coordinator to be based in Duk County.**

## JOB OVERVIEW

- Coordinate and oversee the successful implementation and monitoring of Lot9 HSTP activities in Duk County.

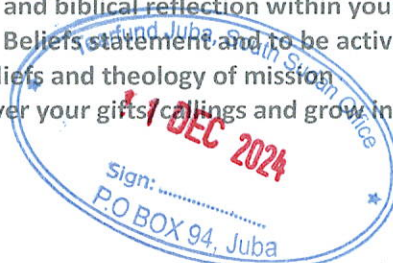
## POSITION IN ORGANISATION

- Reports to the Project Manager.
- Administers the role under the guidance of the Project Manager to provide operational/support functions and direct programme activities (HSTP implementation) and includes coordination, programme planning and overseeing the day-to-day operations across the County.

## TEARFUND'S CHRISTIAN CULTURE

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-

- Engage with Tearfund Prayers and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship.



## ORGANISATIONAL REQUIREMENTS

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

## KEY RESPONSIBILITIES

### PROJECT IMPLEMENTATION

#### a) Effective implementation; Level of efforts 100% within Duk County.

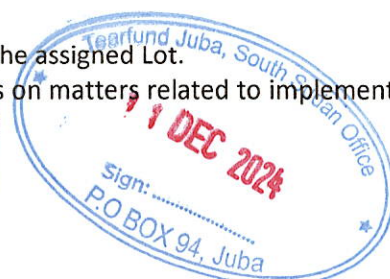
- Project Management and coordination.
- Ensures that MEAL functions in the Lot area are carried out timely (including DHIS data collection, supporting and mentoring the CHD in data analysis, and monthly routine reporting)
- Overall management of the project in the County.
- Planning and implementing the activities in coordination with the CHDs in the lot at the field level.
- Responsible for the CHD capacity building plan for the CHDs at the field level.
- Manages relationships with CHD at the lot area..
- Budget holder in the area assigned.
- External coordination to ensure Tearfund's position is understood and protected.
- Escalates in a timely manner issues of concern related to: safeguarding, fraud and compliance.
- Weekly coordination meetings with senior managers, combined with a robust schedule of site visits to ensure the project manager is familiar with programme activities.
- Work with the CHD to develop ToR for all the MoH staff receiving incentives that each staff should sign so that each staff has a reference document that can be used in terms of performance management.
- Work with the relevant team members and stakeholders to develop and regularly update supplies distribution plans. Ensuring that each County team is monitoring stock levels at all the health facilities and distributing supplies based on needs and ensuring there is no stock out.
- Ensures that all procurements are planned well in advance to support timely delivery of project activities within budget and that the projects achieve targets as agreed with MDTF; and that any deviations are flagged and escalated as appropriate.
- Have overall responsibility of managing the budget making sure spending is in line with what is agreed with the donor.

#### b) Management and Coordination

- Plans and implements the CHD's Capacity assessment within the inception phase - in close coordination with the Health & Nutrition Manager, Area Coordinator, Project Manager and the respective CHD staff.
- Implements the outcome of the CHD capacity assessment.
- Joins CHDs for County Supportive supervision visit and support in reporting writing for such visit.
- Work with the CHD/County Hospital/PHCC and PHCU to develop a detailed budget for the use of the operational budget line for each of this entity.
- Work closely with the designated Hospital staff to facilitate the development of implementation plan for the hospitals; regularly review the implementation progress and update accordingly.

### 4.2 Capacity building

- Responsible for the overall Capacity development of the CHDs in the assigned Lot.
- Providing technical support and coaching stakeholder participants on matters related to implementation in line with project objectives.





### 4.3 Monitoring and Reporting

- Ensure that IPTT is developed for the project clearly indicating targets for the county.
- Support the Lot area teams to collect the data and analyse the same for use during the monthly reporting.
- Work with the relevant team members to plan and conduct quarterly joint supportive supervision with CHD.
- Organise and facilitate quarterly review of performance, identification of bottlenecks and microplanning of corrective solutions by CHDs, and Bi-annual review meeting with the participation of the CHD.
- Works with the CHDs in consolidation of data and ensures there is generation and submission of the County based reports to Project Manager within the agreed timeframes.
- Any deviation from targets is flagged before the reporting and explained in the monthly reporting
- Ensures all the data collection and reporting tools are available for the health facilities based staff, and that the CHD uses the required reporting tools.
- Ensure the relevant questions are asked to address the targets as per HSTP target documents
- Ensure that the data is digitally collected as per support provided from DMEAL Manager in Juba and Roving MEAL Officer in Bor.
- Work with the MEAL team to ensure that all targets and indicators chosen for the project are realistic.

### 4.4 BUDGET MONITORING & MANAGEMENT

- Monitors and manages the County based budget on an ongoing basis comparing the forecasts closely with the expenditures.
- Work with the respective county teams to develop spending plans in line with budget and track expenditure to ensure there are no over and underspending.
- Responds to queries from H&N Manager, AC and Juba finance manager and Project Manager promptly on budget forecasts and expenditure for the assigned lot.
- Monthly review of spending and forecasting.
- Review of financial paperwork to ensure all transactions are properly authorised and all required supporting documentation is on file and cost charge to correct t codes.

### 4.5 EXTERNAL REPRESENTATION

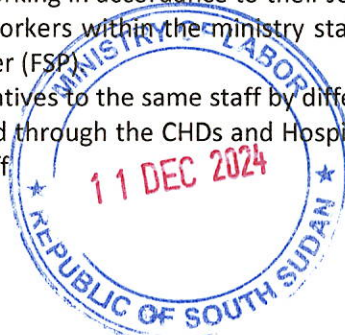
- Build positive working relationships with local communities, Local government line ministries department, local churches, and other NGO representatives.
- Engage with local communities and community leaders to encourage local ownership of the programme, soliciting feedback and resolving issues together.

### 4.6 CORPORATE POLICIES, MANAGEMENT SYSTEMS and PROCEDURES

- Contribute towards the promotion and adherence to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles.
- Undertake all activities in accordance with internal management systems, operating procedures and policies, and monitor field-based work to maintain compliance.

### 4.7 PERSONNEL MANAGEMENT

- Promote the conditions for effective teamwork and commitment to Tearfund values and operating principles.
- Ensure that staff respect gender equality and local culture in a sensitive way.
- Where appropriate provide pastoral support to members of the team
- Ensures that all project staff are working in accordance to their Job descriptions
- Ensures that there are no ghost workers within the ministry staff lists receiving incentives from UNICEF through the finance service provider (FSP).
- Ensure no double payment of incentives to the same staff by different partners.
- All Facility level staffing is managed through the CHDs and Hospital boards of management and build the capacity of CHD to manage the staff





#### 4.8 GOOD PRACTICE AND INSTITUTIONAL LEARNING

- Ensure that activities are carried out in accordance with signatory codes of conduct and accepted good practice, and are compliant with legal, contractual and statutory requirements.
- Assist the Project Manager, H&N Manager/Area Coordinator to identify key lessons learnt from project reviews and evaluations.
- Encourage learning from sector staff and identify case study themes / issues from project experience for analysis, dialogue and possible formulation into emerging best practice and policy.

#### 4.8 SPIRITUAL LEADERSHIP

- Support staff's spiritual well-being and encourage adherence to Tearfund's Christian distinctiveness.
- Lead and participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund's Missions, Values and Beliefs Statement.
- Participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund's Missions, Values and Beliefs Statement.
- Responsible for maintaining your own spiritual development.
- Be committed to actively working and living in accordance with Tearfund's evangelical Christian beliefs.

#### Other Information

- Tearfund seeks, as an organisation, to be committed to Christ in all we are and all we do.
- Staff members need to be committed to Tearfund's ethos of professional excellence and spiritual passion.
- It is important that we are committed to relationships by following biblical principles and showing integrity in our dealings with each other.
- We seek as an organisation to be obedient to biblical teaching and evaluate our work and attitudes in line with biblical principles.
- An essential part of our working life is praying together as an organisation and as teams on a regular basis.

#### PART 2 – PERSON SPECIFICATION

##### JOB TITLE: County Health Coordinator

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"><li>● BSc.in Public Health.</li><li>● Knowledgeable on Health systems strengthening - all WHO pillars in county health department capacity development support.</li></ul>	
EXPERIENCE	<ul style="list-style-type: none"><li>● Experience working in South Sudan for a minimum of two years implementing health related projects.</li><li>● In-depth knowledge of DHIS2, IDSR, EWARS; and other reporting tools.</li><li>● Excellent experience in support supervision, staff coaching and mentoring, project documentation.</li><li>● Excellent knowledge on rules and regulations governing implementation of health projects.</li><li>● Experience in building successful relationships with government counterparts, UN agencies,</li></ul>	<ul style="list-style-type: none"><li>● Experience working with NGOs.</li><li>● Experience in programme management</li><li>● Experience working in humanitarian response.</li><li>● Experience in M&amp;E and conducting assessments.</li></ul>



	international and national NGOs; and CSOs	
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>• Good oral and written reporting skills in English.</li> <li>• Excellent communication, report writing skills and facilitation skills</li> <li>• Ability to manage staff in a consultative and supportive manner</li> <li>• Knowledge in Ms-word and Excel</li> <li>• Ability to take command of a situation and make decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to speak Arabic,</li> <li>• Able to drive a vehicle (with driving/riding permit).</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Be trustworthy and responsible</li> <li>• An excellent negotiator with experience liaising with County Health Departments, State Ministry of Health, donors and Tearfund.</li> <li>• Willing to work under minimum supervision</li> <li>• Committed Christian</li> <li>• A committed and flexible team player.</li> <li>• Cross cultural understanding / sensitivity.</li> <li>• Well-developed interpersonal and team skills and ability to be flexible in demanding situations</li> <li>• Willingness to travel and operate in basic conditions.</li> </ul>	<ul style="list-style-type: none"> <li>• Patient &amp; tolerant</li> <li>• People person – can present the ‘caring face’ of the programme</li> </ul>
<b>OTHER COMMENTS:</b> <ul style="list-style-type: none"> <li>• Regular travel across cluster countries is a requirement</li> <li>• All roles require a DBS/Police check</li> <li>• Tearfund is a member of the <a href="#">SCHR Misconduct Disclosure Scheme</a></li> </ul> <p>Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure</p>		

#### **How to Apply:**

If you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office or find attached with the advert. The hard copy of application form can be collected from Tearfund’s office Located in **ECSS Compound, Hai Jerusalem** or Any Tearfund Field Offices detailing your experience for the post and include your daytime telephone contact. We encourage all applicants to submit their applications online through our web <https://www.tearfund.org> Indicate the title of the job you are applying for.

Closing date for receiving applications is **4<sup>th</sup> January 2025 at 5:00pm.**

#### **NB:**

- Applications once received are not returnable
- Female Candidates are encouraged to Apply
- Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications.
- Only short-listed candidates will be notified.

