

Hospital Coordinator - Vacancy

Organization: Comitato Collaborazione Medica CCM

Position: Hospital Coordinator

Number of Positions: (1)

Location: Mother Teresa Hospital, Turalei

Start Date: ASAP

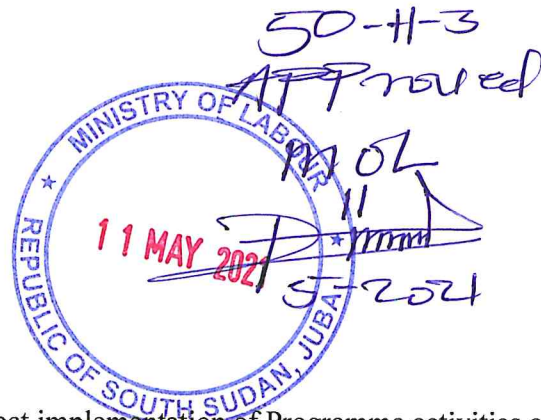
Apply Before: 31st May 2021

Reports to: Program Director/HPF PM

Aims and general characteristics

The Project Manager is responsible for the correct implementation of Programme activities carried out at the Hospital and County levels and their financial and administrative management according to the procedures decided by CCM and by the contracts signed by the Donors (Health Pooled Fund, WFP, Unicef).

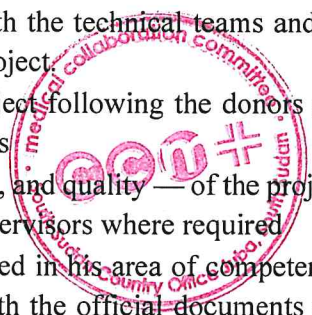
He/she will report to the Operations Manager and collaborate with him/her to plan activities, prepare the budget and monitor progress. He/she will collaborate with the Health Advisor (at Regional level) who will support technically in all the health-related activities.



MAIN DUTIES AND RESPONSIBILITIES

Project management and implementation:

- Oversee the programmes implementation at the hospital, liaising with the technical teams and all counterparts at local and county levels to ensure the compliance of project.
- Ensure the updating of work plans and reporting formats of the project following the donors and CCM's requirements and in strict coordination with the different teams.
- Monitor and report on the implementation — output, timeline, finance, and quality — of the project, and recommend solutions to both the technical and administrative supervisors where required.
- Ensure the correct utilization of the budget of all projects implemented in his area of competence, the allocation of expenses to the proper budget lines consistently with the official documents and donor rules.
- Prepare and regularly update the CCM administrative tools (monthly purchase requisition form, revision of BFU, procurement plan, fund request, cash control and reconciliation, etc.) in strict coordination with the dedicated Administrative Staff.
- Ensure the development of new project proposals through the elaboration of assessment and the collection, evaluation and analysis of health data in line with CCM strategy in the country.
- Manage team and provide relevant capacity building and on-the-job coaching to the project hospital team
- Conduct weekly and monthly meetings with the team to review the planning and discuss the main concern' to focus on for the upcoming period
- Ensure use of correct/relevant forms for reporting by the team
- Ensure fluent chain of information/data transfer from field to supervisors
- Ensure timely processing of information/data and conduct coaching for teams on the analysis of the processed data
- Continuous/fast verification of data quality collected and received from field staff.



- Communicate and coordinate with Program Director on updates, bottlenecks rising during the implementation of the projects for appropriate resolution.
- Ensure the finalization of the interim and final financial reports following the procedure agreed.
- Ensure the capitalization of the experiences made during the project and cooperate in the sharing of the identified best practices.

Representation:

- Represent CCM in the working relationship with the counterparts at County and local levels in order to ensure a smooth implementation of the project

Financial management and Procurement:

- Prepare, monitor and implement financial and procurement plan .
- Prepare weekly/monthly liquidity plan
- Approval of all purchases/contracting and budget line allocations
- Verify on a weekly basis the bookkeeping entries in the CCM accounting spread sheets: verify budget line allocations, budget expenditure status against actual delivery and the financial plan for the remainder project implementation period
- Ensure for all purchases/contracting of goods/services/supplies the correct CCM procurement guidelines are applied and properly documented, in close coordination with the admin-fin and logistics department
- Verify the list of expenditures prior to finalizing the monthly, interim and final financial reports
- Hold final responsibility for verification of all support documents' completeness and correctness
- Ensures the general management of the field offices.

Human Resources:

- Manage the expatriate and local teams involved in the project.
- Participate in the recruitment and appraisal of staff and consultants, if any, involved in the projects.
- Provide professional development and traing to staff and assign roles in project implementation.
- Manage and evaluates the performance of the project staff
- Oversee team attendances and authorize holidays, liaise with admin-fin department to secure up to date HR files
- Ensure teams respect CCM rules and guidelines to the mission and adhere to CCM code of conduct and charter of values
- Manage safety issues in collaboration with the Country Representative.

Communication and Fund raising:

- Support and accompaniess missions by HQ and other national/regional technical staff whose purpose is to create awareness of the activities undertaken by the Organization.



- Support of the Communications and Press Team and the Fundraising and Field Activities Team by providing information (videos, photographs, texts) to promote the organization's activities; if needed, support and accompany journalists or other interested individuals on visits.

Key Qualifications and requirements:

- Bachelors in Administration, Project Management or an equivalent of at least 5 years' experience within the humanitarian sector
- Excellent knowledge on rules and regulations governing implementation of DFID funding
- Knowledgeable on Health System Strengthening approaches in South Sudan is a strong asset
- Excellent negotiation skills for engagement with SMOHs, CHDs, HPF, other Health & Nutrition actors and internally with CCM.
- Able to work under pressure to accomplish program needs and deliverable.
- Excellent computing skills including Microsoft Office packages including MS Word, Excel, Power Point and Database
- Able to analyze large data sets for use in reporting.
- Fluency of both written and spoken English

Application Procedure:

Interested applicants can submit updated CV, cover letter, relevant academic certificates and contact details of at least 3 professional references to the following email: recruitment.ssd@ccm-italia.org
Mention the position in the subject line.

Hand delivery to: CCM Juba Office located in Thong Piny, Airport Road (opposite Ruweng Coordination office) to the attention of the **HR Department – CCM** (please indicate the position you are applying for on the envelope).

Please Note: Position is open to South Sudanese only. Due to the urgency of the position, candidates will be shortlisted on a rolling basis and the position will be assigned as soon as the best candidate is identified. ***Female candidates are encouraged to apply.***

Child Safeguarding and PSEA Commitments:

CCM has a zero tolerance for any form of abuse/harassment and staff are expected to uphold the organizational values. We are determined to keep our beneficiaries safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of vulnerable children and adults from any form of abuse.

