



SSUHA JUBA OFFICE

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Approved
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South Sudan Health Association (SSUHA), is a National Non-Governmental Organization (NNGO) registered with South Sudan Relief and Rehabilitation Commission (RRC) under the new NGOs bill 2016 with registration No. 009. It was founded in 1995. With the **Vision** of Sustainable, healthy and productive society. **Mission:** To improve access to quality and affordable health and other social services to communities in our areas of service coverage in South Sudan.

SSUHA is seeking for qualified South Sudanese Nationals to fill the following position

Job Title: County Health Coordinators (04)

Reports to: Health Programme Manager

Duration: 09 Months renewable depending on availability of funding.

Duty Location : (Lainya, Morobo Yei & Kajokeji)

JOB OVERVIEW: The County Health Coordinator will work directly with the County Health Department (CHD) on daily basis to ensure that the Health Sector Transformation Project (HSTP) design is understood and implemented with close partnership between the CHD and SSUHA, while consistently building and strengthening the capacity of the CHD to manage the health system in the County. S/he will work hand in hand with the CHD and through a phased approach hand over responsibilities to the CHD. S/he will be the focal point for supporting the primary healthcare services in the County through the government health facilities under the HSTP, ensuring the implementation of quality health program for the population in accordance with the accepted national and international standards.

S/he will provide technical oversight to the CHD and field-based health staff in the area of Primary and Reproductive health, with an emphasis on coaching the CHD and health staff to build their technical and professional capacities

MAIN RESPONSIBILITIES

Program Management & Development

- Oversee the implementation of the health program and ensure that program goals, objectives, targets and activities are met, as stated in the HSTP agreed project work plan and log frame.
- Prepare program work plans jointly with the CHD and in coordination with the Primary Health Care officer and the Health Manager.

- Ensure that projects are properly monitored and evaluated, conduct regular monitoring visits together with the CHD to the various mobile clinics and static facilities as well as to the BHWs.
- Ensure that the Health program is implemented in line with the UNICEF, MoH, SSUHA and HSTP Program Framework principles: promoting and protecting rights, participation, capacity building, partnership and holistic programming.
- Promote the culture of learning and documentation so that lessons learned and good practices are documented and shared for institutional memory and learning. Ensure that field experiences are documented and used to advocate on behalf of the communities.
- Assess unmet needs in the health sector with a special focus on Primary and Reproductive Health and suggest new SSUHA Health projects to address identified unmet needs.
- Support the CHD in preparing a Health Emergency Response (EPR) plan and with the management of disease outbreaks and the implementation of health or vaccination campaigns in the county.
- Strictly following up the medical and operational supply chain system, stock recording, timely ordering for the supplies and accountabilities in relation to the warehousing and using of the supplies including medicines and medical items.
- Work closely with other SSUHA programs present in the same location and integrate program components to the extent possible.
- Participate in the development of proposals, budgets and concept notes for future Health interventions by SSUHA in coordination with the Health Manager.
- Ensure that CHDs conduct weekly, monthly and quarterly review meetings.
- Support CHDs to facilitate donor visits and response to all donor ad-hoc requests.
- Support the CHDs to keep a proper and well updated asset database
- Ensure accountability to the affected persons (AAP), by supporting CHDs to document all feedback and complaints as well as providing feedbacks to the beneficiaries.

Grants Management & Reporting

- Manage and oversee all the health grants within the county, and work with the Health Manager to develop work, spending and procurement plans for all projects and maintain these plans updated.
- Prepare internal and external reports (such as narrative reports, DHIS data reports) within agreed deadlines using SSUHA and donor formats, as required.
- Review Budget vs. Actual reports with the health staff and the CHD on a monthly basis, recommend actions to correct identified problems.
- Assure appropriate and timely spending of grants to achieve program goals, grant reporting contributions, use and distribution of supplies and resources in coordination with the CHD and the Health manager.
- Prepare a weekly Health information report for the Health manager and provide a brief analysis of the particular health cases seen during the week.
- Work with the Finance and HR teams to produce CHD payrolls and spending forecasts for submission in due time.

Staff Management

- Maintain updated job descriptions, support CHDs in staff recruitment in conjunction with the Human Resources Department, orient new staff to the SSUHA and the Health program.
- Supervise health staff directly, providing ongoing leadership to the project team and overseeing implementation and coordination.
- Set performance objectives for the supervised staff, routinely monitor their performance and evaluate them at the end of the performance period.
- Strengthen and build up the programmatic, managerial and operational skills of the CHD and the SSUHA health staff through on-job mentoring and coaching and feedback mechanisms.
- Determine personnel needs for the field-level activities, develop job descriptions in coordination with the CHD and the PHC officer and interview candidates, whenever needed.
- Recommend promotions and disciplinary actions for facility-based health staff through consultation with the CHD and the PHC officer.
- Develop ongoing education programs for health staff (including other field staff where appropriate) in consultation with the CHD and the Health manager.
- Address and mitigate staff complains and conflicts in coordination with the CHD and the Health Manager.

Coordination & Representation

- Develop and maintain effective working relationships with all stakeholders - including community leaders, NGOs, UN agencies, community-based organizations and other SSUHA sectors to enhance cooperation and coordination.
- Represent SSUHA to the donor agencies, the State Ministry of Health (SMoH), UN Agencies, partners and other stakeholders as advised by the Health Manager.
- Support county coordination mechanisms and attend state level health coordination meetings and other meetings/workshops related to the health program.
- Ensure that information from coordination meetings is shared internally and with other sectors, as appropriate.

Job Requirements:

- University degree in any of the following fields: Medicine and surgery; Nursing, Midwifery, Public Health, or Clinical Medicine with muster of Public Health as an added advantage.
- At least 5 years of NGO experience in implementing and managing health programs, preferably in complex humanitarian and/or emergency settings
- Background in situation analysis and health assessments
- In-depth knowledge of donors' requirements and proven experience in the management of funds from UN donors.

- Strong ability to support and build the capacity of the health national team and strengthening of health systems (building the capacity of and working with local government counterparts)
- Experience supervising health staff in a complex, insecure emergency setting
- Excellent oral and written communication skills
- Excellent experience in grant management and proposal writing
- Ability to live and work under pressure in an unstable security environment
- Additional qualities: ability to multitask, ability to handle pressure well, ability to improvise, flexibility, cultural and environmental sensitivity
- Competent in DHIS is an asset
- Excellent computer skills: MS Word, Excel, Power-point, Outlook and Internet

Important Notice.

The candidate must adhere to the values and principles outlined in SSUHA Standards for Professional Conduct. These are commitment, sacrifice and service. In accordance with these values, SSUHA operates and enforces policies on Beneficiary, Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

SSUHA has Zero tolerance to Sexual Exploitation, Abuse and Harassment. Fraud, bribery and corruption.

All selected candidates are expected to abide and adhere to SSUHA's standards of conducts and will therefore undergo background and reference checks through multiple means. Selected candidates will also be required to provide additional information as part of the verification process. Misrepresentation of information during the recruitment process may lead to disqualification.

How to apply

Application letter, curriculum vitae, with detailed email addresses and telephone contacts of three (3) referees, copy of national ID and copies of academic qualifications should be emailed to recruitment@ssuha.org . **Dateline is 15th Nov 2024.**

Kindly indicate the County of preference in the subject line.

FEMALES ARE ENCOURAGED TO APPLY

SSUHA, IS AN EQUAL OPPORTUNITY EMPLOYER

