

# Programme Manager Mapel, South Sudan

<b>Job Title:</b>	Programme Manager
<b>Location:</b>	Based in Mapel, Western Bahr el Ghazal (Wau), South Sudan
<b>Contract Date:</b>	1 September 2010
<b>Reports to:</b>	Country Manager
<b>Working with:</b>	Field medical and non medical team members
<b>Salary:</b>	Gross monthly salary indication of €1.650 to a maximum of €2.400
<b>Benefits:</b>	competitive package including insurance coverage, accommodation, R&R, and annual leave entitlement and pension contribution

**Only short-listed applicants will be contacted. Due to the urgency of this position, applications will be shortlisted on a regular basis and we may offer this post before the closing date.**

**Please note: this is an unaccompanied position.**

## 1. GENERAL DESCRIPTION

HealthNet TPO's programme in South Sudan dates from 1996. HealthNet TPO aims to contribute to improving the overall health situation and supports the strengthening of health systems to ensure the provision of quality health care. HealthNet TPO aims to include and build the capacity of Sudanese organisations, communities and authorities.

The HealthNet TPO programme in Mapel aims to develop the health system in Jur River county, Western Bahr el Ghazal Sate, Southern Sudan since 2005. Jur River County has an estimated population of 276,500 people. Healthnet TPO supports currently 8 health centers with funding of the Dutch Government and builds capacity of local health staff and the local government and an expansion of the programme is expected any time soon. In Mapel, there is an active team of around 20 technical and non-technical staff. HealthNet TPO is looking for an experienced Programme Manager to manage and oversee the health system programme as of the 1<sup>st</sup> of September 2010.

## 2. PURPOSE OF POSITION

The Programme Manager is responsible for the overall management, supervision and control of the Mapel programme activities in such a way that the stated programme goal and objectives are achieved optimally within the limited timeframe of the current programme.

## 3. CORE RESPONSIBILITIES AND TASKS:

### Programme Management and Development

- To manage and co-ordinate the Primary Health/Public Health and Psycho Social care programme-activities, establishing teamwork and ensuring that all activities within the programme will be carried out in line with the donor approved contracts and proposals;
- To coordinate a supervision and training program for government health staff with focus on County Health Department.
- To evaluate the direction of the programmes, negotiate and implement changes as required and in accordance with field teams, local actors, HQ and donor;
- To discuss and monitor all activities in close collaboration with State and County health authorities;

### Security (in collaboration with the senior logistician based in Wau)

- Responsible for the security of the team and assets in a changeable and volatile

- security environment, including initiating and organising evacuation if necessary
- Ongoing monitoring of the security situation in the region
- Prepare and update security guidelines and ensure that these are adhered to
- Provide timely and accurate security/incident reports to the Country Director
- Maintain regular contacts with key actors in relation to security (local authorities, the community, MONUC, OCHA, etc.)

#### **Logistics / finance / administration**

- Assure planning, procurement and follow-up of goods in line with project and base needs
- Collaborate with Country Office logistics to assure planning, procurement and timely delivery of drugs and medical consumables to supported Health Facilities, avoiding stock ruptures
- Assure procurement and logistics procedures are followed
- Manage, register and maintain HealthNet TPO assets
- Manage and document warehouse and transport of goods according to procedures
- Manage the program budget and ensure regular communication with the Finance Admin Manager on all budget matters.
- Manage cash on site, ensuring compliance with Healthnet TPO procedures in relation to cash security (on site and cash transfer).
- Ensure activities in Western Bhar el Ghazal State comply with all legal and bureaucratic requirements of SSudan
- Ensure monthly bookkeeping is sent to HQ before the 15<sup>th</sup> of each month
- Prepare timely cash requests and transfers
- Filing systems and record keeping in place
- Prevent, and if necessary report and investigate fraud and misconduct within HealthNet staff and partners

#### **Human Resources**

- Supervise and directly or indirectly line-manage all expat and local HealthNet TPO staff in the Mapel programme
- Ensure that HealthNet TPO recruitment and appraisal procedures are followed
- To provide the HR department at HQ with monthly staff information updates and keep them informed on all disciplinary matters
- Organize and supervise capacity building and development of national staff and partners

#### **Representation**

- Represent HealthNet TPO and its activities to key stakeholders (community, authorities, donors, other (I)NGOs, partners)
- Closely collaborate with MoH at state and local level and assure that HealthNet TPO projects effectively contribute to MoH capacity building and comply with MoH strategies.
- Play an active role in the acquisition and development of new projects/programmes.

#### **Other**

- Provide coverage for other posts when needed and carry out any other responsibilities as requested by the Country Director

## **4. PROFILE**

#### **Essential Qualifications, experience and competences**

- Experience and proven skills in budget holding and management
- Experience and proven skills in Project Management
- Experience of working in security and unstable environments

- Strong communication skills, with excellent written and spoken English
- Knowledge and understanding of project management tools (Logical Framework analysis, project cycle management, indicators etc.)
- Proven problem solving and organizational skills, flexible and calm under pressure
- Strong leadership skills and a supportive management style
- Good team worker, able to live and work closely with a small team
- Advanced Computer skills (Word, Excel, E-mail)
- Experience of proactively identifying and addressing issues
- An understanding of and commitment to HealthNet TPO's mission, vision, strategy and values

**Desirable Qualifications, experience and competences**

- Public health expertise
- Working experience in South Sudan/ Africa
- Experience in health care programme management in insecure and instable contexts

**5. TERMS**

The initial contract is pending donor approval and will be for 2 years, with the option to extend based on performance. The anticipated donor-funding period is five years.

**For specific question regarding the advert please contact our HRM department at HealthNet TPO, Tolstraat 127, 1074 VJ Amsterdam +31 20 5120646 for more information on our organisation, please check our website: [www.healthnettpo.org](http://www.healthnettpo.org).**

To apply please send your CV (maximum 4 pages) and application letter (including your motivation) to [recruitment@healthnettpo.org](mailto:recruitment@healthnettpo.org) by 18<sup>th</sup> of August 2010. When applying, include the following title in the email subject line: PMSS