

# TEARFUND JOB PROFILE

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|----------------------|---------------------------|
| <b>ROLE</b>          | <b>HEALTH ADVISOR</b>     |
| <b>PROGRAMME</b>     | <b>DMT SOUTHERN SUDAN</b> |
| <b>LOCATION</b>      | <b>JUBA, WITH TRAVEL</b>  |
| <b>DATE REVIEWED</b> | <b>JANUARY 2010</b>       |

## **PART 1 – JOB DESCRIPTION**

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### **1. MAIN PURPOSE OF JOB**

As part of the senior management team,

- Provide technical advice on the design implementation and management of the health programmes including primary health care delivery, community health education and health systems strengthening components
- Design and oversee delivery of relevant training for staff to ensure delivery of quality programmes
- Develop proposals with field staff for future health projects.
- Manage the Disaster Management Team's (DMT's) external advocacy and coordination activities relating to health within the Health Forum, UN/NGO community and government departments;
- Assist the senior management team in the development of a clear exit strategy for the health programme.

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### **2. LINE MANAGEMENT / POSITION IN ORGANISATION**

- DMT Grade A3.
- May deputise for grade A2.
- Reports to Deputy Programme Director or Programme Director (Structure under revision).
- Advises the health staff and Senior Management Team on best practice.
- Dotted line management of clinical and public health senior staff
- Closely co-ordinates with the following members of the senior management team: Programme Director, Deputy Programme Directors, Area Co-ordinators, Project Managers, Grant and Information Coordinator and other Sector Advisors.
- Liaises closely with senior officials of organisations in PHC work.
- Liaises with government officials as appropriate.

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### **3. DIMENSIONS AND LIMITS OF AUTHORITY**

- Approve expenditure on approved operational and programme budgets for which you have delegated responsibility up to £10,000.
- The above is subject to changes in the Disaster Management System.

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## 4. DUTIES AND KEY RESPONSIBILITIES

- The percentage figures shown against each heading are only intended to convey a rough idea of the relative size of the various areas within the overall job.

### **Programme Strategy and Planning (15%)**

- Provide contextual and operational expertise for Health sector within the Senior Management Team
- Participate with the Senior Management Team in developing the country strategy and associated implementation plans / programme budgets.
- Review and develop Health strategy for the programme with particular focus on health systems strengthening and community health education
- Assist in development of strategy and advocacy to facilitate shift from NGO implementation of health care to local management by the Government of South Sudan
- Encourage and facilitate programme staff to develop the capacity of local health staff, village health committees, County Health Department and State MoH
- Assist in communicating mission, purpose, strategy and programme goals and objectives amongst project staff to create mutual understanding and ownership.

### **Project Cycle Management (30%)**

- Monitor the health situation in the project area, and make recommendations to the management team regarding appropriate responses.
- Ensure all health projects adhere to MoH guidelines and policies
- Within an agreed in-country programme strategy, research and propose future health sector projects for consideration by the programme management team
- Advise and assist project staff to undertake participatory needs / vulnerability & capacities assessments
- Assist project staff to analyse findings of assessments and design appropriate project interventions which meet identified needs and strengthen local capacities.
- Liaise with the grants and information coordinator to provide technical advice in the formulation of proposals and budgets for institutional and private funding
- Oversee the management and implementation of health projects and conduct regular monitoring visits.
- Advise on, and participate in project evaluations
- Ensure the timely compilation analysis and dissemination of relevant clinical reports
- Strengthen the County Health Department's capacity in health systems administration
- Work closely with other Tearfund programme staff to ensure they are developing capacity of the local staff (health staff, village health committees, CHD) wherever possible.

### **Corporate Policies, Management Systems and Procedures (5%)**

- Contribute towards promoting and adhering to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles.
- Undertake all activities in accordance with internal management systems and policies, and monitor field-based operations to maintain compliance.
- Develop health sector monitoring systems and procedures to ensure internal and donor monitoring and evaluation requirements are met

### **Financial Management & Accounting (5%)**

- Advise project staff on preparation of project budgets to support compliance with good practice / agreed minimum standards and policies for the sector.

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- Ensure in-country sector-related training needs are factored into annual programme budget.
- Ensure proper financial control in place with regard to project expenditure.

### **Personnel Management (5%)**

- Provide advice on field staff health issues and in consultation with ACs/PD & DPD approve staff evacuations
- Oversee Medevac policy and advise on appropriate emergency healthcare provision in Juba
- Conduct technical component of interviews for senior health staff.
- Assist Area Coordinators in defining project team composition and required personnel competencies.
- Assist Area Coordinators in staff planning, recruitment, induction and orientation for staff in the sector.
- In conjunction with the HR Manager, assist in defining training needs and support the management and implementation of in-country technical training & development programmes for new and replacement sector staff.
- Uphold staff conduct and discipline in accordance with Tearfund's values and principles, and support line managers in conducting regular performance appraisals of sector-related staff.
- As part of the senior management team, promote the conditions for effective teamwork and commitment to Tearfund values and operating principles.

### **Logistics / Technical Support (5%)**

- Review and approve procurement for health projects.
- Advise Supply Chain Manager on material and equipment specifications for health specific projects.
- Identify and verify the most appropriate suppliers for drugs, lab supplies mosquito nets and other health related items
- Coordinate vaccine and GIK delivery and oversee their distribution to field locations
- Ensure that adequate drug management systems are in place and implemented

### **External Relationships / Representation (20%)**

- Build positive working relationships with health personnel in government, local communities, UN, NGO and donor agencies.
- Actively participate in the Health Forum/sector meetings in Juba.
- Assist in the development of collaborative programmes with other agencies and national partners in accordance with country strategy.
- Support sector-related external policy influencing (advocacy) activities with relevant government, and non-governmental agencies (in consultation with field management).
- Attend relevant inter-agency workshops, conferences and sector coordination meetings as required, in particular the quarterly health coordination meetings, EPI meetings and TBA working group meetings.
- Participate within professional / academic research and information-sharing networks to keep abreast of sector developments and key initiatives.
- Liaise with health related donors regarding drug, vaccine, kit supply

### **Good Practice and Institutional Learning (10%)**

- Ensure that all aspects of the Programme are managed and implemented in accordance with signatory codes of conduct, MoH BPHS and accepted good practice.
- Ensure learning from project reviews and evaluations is understood and disseminated to field and UK-based stakeholders. Ensure learning is shared with Grants and Information Coordinator for dissemination.

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- Create structured opportunities to encourage learning from project staff and identify case study themes / issues from project experience for analysis, dialogue and possible formulation into emerging best practice and policy.
- Update health teams on new treatment protocols appropriate for South Sudan
- Coordinate with other advisors to ensure that good practice is carried from sector to sector
- Regular reporting on the progress made in capacity building the MOH GOSS. Advise the management team on successes and lessons learnt, including which strategies are shown to work and which have not worked.
- At all times, carry out duties with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.

### **Spiritual Leadership (5%)**

- As a member of the senior management team, responsible for assisting in the spiritual leadership of staff; to support their 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.
- Responsible for maintaining your own spiritual development.
- To be committed to actively working and living in accordance with Tearfund's evangelical Christian beliefs.

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## INFORMATION FOR APPLICANTS

- Tearfund seek 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.
- All staff also take part in devotions, away days and retreats

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### PART 2 – PERSON SPECIFICATION

#### Health Advisor

|                           | <b>ESSENTIAL</b>  | <b>DESIRABLE</b>   |
|---------------------------|---|--|
| <b>QUALIFICATIONS</b>     | <ul style="list-style-type: none"> <li>▪ Medical Doctor</li> <li>▪ Post graduate qualification in Public health</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Management qualification</li> </ul>   |
| <b>EXPERIENCE</b>         | <ul style="list-style-type: none"> <li>▪ Proven, substantial management experience in the following areas</li> <li>▪ Project design and management</li> <li>▪ Relief management</li> <li>▪ People management</li> <li>▪ Finance management</li> <li>▪ Strategic planning</li> <li>▪ Working in accordance with corporate structures, policies and practices.</li> <li>▪ Supervision of health services and supplies in relief context</li> <li>▪ Supervision of community health education programmes</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Development experience</li> <li>▪ Working to SPHERE Standards, People In Aid and Red Cross Codes of Conduct.</li> </ul> |
| <b>SKILLS/ABILITIES</b>   | <ul style="list-style-type: none"> <li>▪ Training skills</li> <li>▪ Analytical skills</li> <li>▪ Problem solving skills</li> <li>▪ Excellent written and verbal communication skills</li> <li>▪ Leadership skills</li> <li>▪ Negotiation and representation skills</li> <li>▪ Public Speaking/ Presentation skills</li> <li>▪ Ability to learn fast</li> <li>▪ Computer literate</li> <li>▪ Administrative skills</li> <li>▪ Ability and commitment to apply biblical principles prayerfully within all aspects of the role</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Good ability in chairing meetings</li> </ul>  |
| <b>PERSONAL QUALITIES</b> | <ul style="list-style-type: none"> <li>▪ Committed evangelical Christian</li> <li>▪ Humanitarian &amp; Christian motivation</li> <li>▪ Emotionally and spiritually mature</li> <li>▪ Team player</li> <li>▪ Understanding and sensitivity to cross cultural issues</li> <li>▪ Flexible and adaptable to ever changing environments</li> <li>▪ Ability to remain calm under pressure</li> <li>▪ Diplomatic and determined</li> <li>▪ Willingness to travel and live in basic conditions</li> <li>▪ Committed to an evangelical Christian church</li> <li>▪ An understanding of and a commitment to Tearfund's Mission, Values and Beliefs Statement</li> </ul> | <ul style="list-style-type: none"> <li>▪ Contributing to an evangelical Christian church</li> </ul>  |