



Sudan Social Development Organization –SUDO

Job description: Health Officer

1. Background:

The Sudan Social Development Organization (SUDO) is a national, non-governmental organization (NGO) registered with the Humanitarian Aid Commission in 2001. SUDO is working all over Sudan with 16 offices namely in Khartoum, North Darfur (El-Fashir), South Darfur (Nyala), East Darfur(Dein), West Darfur (Geneina),Central Darfur (Zalingei),Blue Nile (Damazine), White Nile (Kosti), Red Sea (Port Sudan), Kassala, Gedarif, Northern state (Dongla), River Nile (Atbara), South Kordofan (Kadogli) with work station in AbuGebiha in south Kordofan , North Kordofan (Um Rawaba) and West Kordofan (Alfoula) with work stations in El-Nuhud west Kordofan . In addition to focal points in Sinnar and Gaziera states. .SUDO has over 100 employees and 500 volunteers across Sudan working on:

- ☐ Poverty alleviation and the eradication of hunger.
- ☐ Provision of basic needs (water, health, sanitation);
- ☐ Protection and conservation of the environment.
- ☐ Implementation of civil education programme and the eradication of illiteracy;
- ☐ Promotion of human rights;
- ☐ helping local communities to mobilize efforts to face natural disasters and to provide humanitarian aid to people affected by disaster and war;
- ☐ Peace building.

Job Title: Health Officer

Report To: Head of Office

Location:

Contract Duration:

Salary: TBD

2. Duties and Responsibilities:

Under the overall and direct supervision of the Head of Office, The Health Officer will undertake the following responsibilities.

Job description:

Responsible to Head of Office on duties associated with health and nutrition projects as follows

- Provide technical support to the locality and health facility staff including mapping, determine targets for each catchment area of supported health facilities, analyzing data and generating graphs.
- Ensure key health staff are available in each supported health facility and offer them trainings whenever needed.
- Ensure basic medical equipment and treatment protocols are available in each supported health facility.
- Ensure availability of required data collection tools at health facility level
- . Ensure surveillance reports are completed and timely shared with SMoH and copies are kept at health facility level.
- Collect and review monthly morbidity and drug consumption reports.
- Conduct regularly cross check for reports and registration books to ensure alignment of data at all levels.
- Ensure data collection books and formats are complete filled and copies are kept safely at health facility.
- Ensure availability of medical supplies at facility level including, drugs, consumables, vaccines and lab reagents.
- Review drug dispenses and ensure they are aligned with morbidities.
- Check drugs, consumables and reagents storage and make sure they are safe for use.
- Conduct regularly check for vaccine storage and handling equipment to ensure their fitness for use.
- Review cold chain monitoring system including temperature monitoring sheet, VVM and Vaccine cold-chain monitors.
- Ensure all volunteers in supported health facilities have clear TOR and they are performing their tasks accordingly.
- Keep communication with community leaders and beneficiaries to get their feedback on service delivery.
- To conduct with logistics Department a periodical rehabilitation for the Health facilities once needed.
- Develop and maintain a good working relationship with, IP, MoH, locality and health staff
- . Participation in emergency responses.
- To use the resources wisely and to implement according to DIP and budget phase-out most of the time.
- Organize training and awareness activities and make sure they are conducted according to quality benchmarks.

- Monitor implementations, document findings, provide feedback to implementers and share monitoring reports with Head of Office.
- Prepare activity and monthly reports and share with health coordinator, head of office
- Attending the cluster meeting and reporting to his supervisor.
- Coordinate with Nutrition and WASH officers.
- Document and share success stories.

3. Required Qualifications:

- BSc. degree in Medicine, Public Health or any other related field
- Minimum of 3 years professional experience implementing humanitarian health programs with INGOs/NNGOs,
- Understanding of protection principles, gender mainstreaming, conflict sensitivity, and Do No Harm, as well as and contextual knowledge in Sudan.
- Experience in dealing with CBOs, CSOs, government officials, and other INGOs/NGOs.
- Strong writing and analytical skills, including ability to communicate technical matters to different audiences.
- Competent in Windows, MS office programs, emails and relevant health database.
- Ability to communicate and write reports in English and Arabic languages

Others:

- Any other related task assigned by the Head of Office.
 - Sign the following compulsory policies and Submit them to HR department.
1. Code of Conduct.
 2. Child and Vulnerable Adults Protection Policy.
 3. Bullying and Harassment policy
 4. Compliance and Procedures policies

I am _____ the undersigned here, I have fully understood and read the job description content and the responsibilities stated and accepted.

Employee: _____

Signature _____

Date: _____