

## VACANCY ANNOUNCEMENT

**Doctors with Africa CUAMM operates in Sierra Leone since 2012**, its mission is to enhance access to quality primary and secondary health care with a specific attention to maternal and child health care by using the network of CHWs as well, nutrition, communicable and non-communicable diseases' prevention, diagnostic and treatment services.

Doctors with Africa CUAMM works to save lives by combating hunger and diseases that threaten the lives of vulnerable communities, through nutrition, food security, water and sanitation, health and advocacy.

**Job title:** Clinical Assistant

**Duty Station:** 22 Wilkinson Road Freetown, with trips to other project locations

**Department:** Program

**Reporting to:** Project Manager Assistant (first responsible), Project Manager (second responsible)

**Contract type:** Fixed-term contract (6 months), with 3 months' probation period, with the possibility of renewal based on available funds and performance

**Days of work:** Monday to Friday, from 8am to 5pm, for a total of 40 hours per week

**Gross salary:** Le 13,599.70

### Scope of work, duties and assignments:

Clinical Assistant is a clinician who will be supporting the management team to perform basic diagnostic tests, training of CHWs on screening and diagnosis of diabetes and hypertension, patient management, and recordkeeping.

In collaboration with the Project Manager Assistant the clinical assistant will be involved in the preparation and facilitation of training of Community Health Workers and other health workers at community level. Preparation of IEC material on diabetes and hypertension. They will define and implement technical strategies and support the project in the communities

The responsibilities include: to ensure compliance with Doctors with Africa CUAMM and donor regulations and procedures, including support function policies, systems, and procedures, and directing or performing their development, documentation, and implementation.

### The main responsibilities are:

- Coordinate activities at the community level with the support of Project Manager and other team members;
- Participate in direct implementation, monitoring, and supervision in collaboration with other partners (MoHS, COMAHS)
- Support the Project Manager in preparation of project plans and all project-related work.
- Preparation and organization of training of community health workers for them to be motivated to receive and use education on screening, diagnosis, and management of diabetes and hypertension.
- Ability to use and promote IEC material on screening, management, and prevention of diabetes and hypertension.
- Ability to monitor and keep records of all information related to project implementation.

The collaborator is required to have an attitude of elasticity and flexibility for tasks changes or integration that might emerge due to local needs and the effort of inserting his/her actions in the wider context of CUAMM presence in Sierra Leone, in order to foster coherence and continuity among current and future projects.

### **Position Requirements:**

- Higher diploma in community health officer or equivalent.
- Minimum 1 year in the clinical work
- Excellent interpersonal, organizational, verbal and written communication skills.
- Fluency in English.
- Flexible, and have the ability to cope with stressful situations.
- Experience in working with computerized systems, standard spreadsheets and database programs.
- Ability to read, analyse, and interpret technical procedures, or governmental regulations.
- Previous work with INGOs is considered a preferable asset.
- Having experience in the management of NCDs conditions.
- Ready to travel in the district and to work in the communities.

### **How to apply**

Interested candidates should apply by **email** attaching **CV + cover letter ONLY** (preferably as a single attachment) to [sierraleonehr@cuamm.org](mailto:sierraleonehr@cuamm.org), not later than **February 26 th 2024, 5:00pm**.

The subject of the email should be **APPLICATION FOR CLINICAL ASSISTANT** and the attachments should be saved with the **applicant's full name**.

Only shortlisted candidates will be contacted. Shortlisted applicants will be invited for a written test and an interview at the CUAMM head office.

Female applicants are encouraged to apply.