



## VACANCY ANNOUNCEMENT

**Job title:** Clinic Coordinator

**Duty Station:** Pujehun Pen plus (NCD) Clinic

**Department:** Programs

**Reporting to:** The clinic Coordinator reports to the project manager as well as closely collaborating with the Doctor in charge of the clinic.

**JOB PURPOSE:** To ensure that the Pen Plus clinic activities, for which the officer is responsible for are planned, implemented, monitored and evaluated to the highest possible standards as per the donor's requirement.

KEY RESPONSIBILITIES	ACTIONS
<b>Clinic Management (50%)</b>	Provide support to the clinic staff by: <ul style="list-style-type: none"> <li>• Supporting the clinic staff to manage all aspects of the project cycle including planning, implementation, monitoring &amp; evaluation.</li> <li>• Working with the clinic staff to identify needs for technical support.</li> <li>• Supporting the clinic staff and data clerk to ensure that all clinic documentation, data and reports are made available in a timely and accessible way.</li> <li>• Coordinate weekly staff trainings together with the technical adviser (Dr. In charge of the clinic).</li> <li>• Organize monthly meetings with the clinic staff to review performance.</li> <li>• Compile Monthly and quarterly clinic reports and submit to the Project Manager with in the required deadline.</li> </ul>
<b>Working with partners (30%)</b>	<ul style="list-style-type: none"> <li>• Develop relations and work with the NMOH, hospital management(HMT) and the DHMT to achieve the objectives of the clinic.</li> <li>• To liaise with the hospital matron to ensure that, all nurses scheduled to rotate in the pen plus clinic report for duty as per the duty roster.</li> <li>• Work with the hospital lab manager and the clinic laboratory technician to ensure that, all the relevant laboratory tests are carried out timely.</li> <li>• Promote shared learning and collaboration between partners by facilitating partner networks and meetings e.g. with PIH &amp; Kono.</li> </ul> Represent CUAMM in any relevant meetings with the HMT or DHMT in the absence of the Project manager.

<b>Financial &amp; Resource Management :( 10%)</b>	<ul style="list-style-type: none"> <li>• Work with the project manager to monitor expenditure of project financial resources and liaise with the accountant where necessary.</li> <li>• On collaboration with the Technical advisor, ensure timely procurement of drugs, reagents and consumables for daily running of the clinic.</li> <li>• Ensure that, all the equipment is well maintained and kept.</li> <li>• Ensure that clinic staff manage and utilize project assets as per CUAMM policies.</li> <li>• Follow up with partners any actions arising from audits carried out by the finance officer or by internal/external auditors.</li> </ul>
<b>Information &amp; Communication Management: (10%)</b>	<ul style="list-style-type: none"> <li>• Be proactive in providing the Project manager with additional information, case studies, interesting news stories etc. relating to the Pen Plus clinic.</li> <li>• Participate in all relevant Public relations activities in the hospital and the district.</li> <li>• Represent the project at various forums, meetings and advocate for the project aims and objectives as assigned by the Project Manager or Country Manager.</li> <li>• Attend to project visitors and facilitate their activities as necessary.</li> </ul>

#### Position Requirements:

- Diploma in Registered Nursing and Diploma in Midwifery.
- Relevant experience in working in hospitals and managing non communicable diseases.
- Skilled trainer to MoHS health staff, Willingness to work in Pujehun District of Sierra Leone;
- Strong organizational skills and ability to effectively handle multiple tasks and meet strict deadlines.
- Ability to build and maintain relationships with stakeholders, partner agencies, key contacts in the government, and CSO.
- Ability to use a computer and compile reports.
- Previous Experience in working with NGOs will be an added advantage.
- Only short listed candidates will be contacted.

#### Safeguarding

- Maintain safe working environment for all staff/beneficiaries;
- Ensure risk mitigation measures are in place and adhered to;
- Ensure staff/beneficiaries fully understand Safeguarding reporting procedures;
- Ensure Safeguarding measures are implemented within areas of responsibilities;
- Ensure **do-no-harm** to children and vulnerable adult we meet;
- Follow-up, and address, safeguarding issues appropriately.

#### 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 30<sup>th</sup> June,2023** (midnight GMT). The subject of the email should be **APPLICATION FOR Nutritionist** 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 a later date. Please note that this application is urgent, so we kindly ask all interested candidates to send in their applications within their earliest convenience.

Female candidates are encouraged to apply