Position: Program Consultant, South Sudan

Reports To: Regional Manager, Eastern Africa

Matrixed Managers: Director, Advocacy & Senior Manager, Outreach

Location: Juba, South Sudan

Position Type: Part-time - 20 hours per week

ORGANIZATIONAL PROFILE:
For more than 43 million people, blindness is a daily reality; another 295 million suffer from moderate to severe vision impairment. 90% of these people live in low- and middle-income communities where access to eye care is limited and the challenges for those who can’t see are severe. But there is hope: 80% of this burden is treatable or preventable. For example, 17 million blind people could be cured with a 10-minute cataract surgery. Millions more suffer from corneal blindness, which is often preventable or treatable. At HCP Cureblindness, we believe avoidable blindness can – and must – be overcome. For more than 25 years, we have worked alongside a capable network of collaborators to help people around the world retain and regain their sight by developing high-quality, cost-effective eye care systems in underserved areas of the world. With the help of partners in more than 25 countries, HCP has provided more than 1.4 million sight-restoring surgeries and screened more than 14.5 million people to provide care and basic treatments. We’ve trained more than 19,500 eye health professionals and have established 5 eye hospitals. There is more work left to do, but we can overcome the mountain of global blindness, together.

HCP Cureblindness is expanding its team to meet new challenges, scale its work, and broaden its reach. We are seeking individuals who are passionate about changing lives and want to be a part of a team that works together to reach new heights. We want leaders who can aim high, make things happen, and are invested in building a positive team dynamic to bring the work to life.

VISION: We will be the catalyst to create a world in which no one is needlessly blind.

MISSION: We enable countries to end avoidable blindness by developing high quality, cost-effective eye care systems in underserved areas of the world so everyone everywhere can regain or retain their sight.

COUNTRY PROGRAM OVERVIEW
HCP Cureblindness has been working in South Sudan since 2019 delivering comprehensive eye care services through an integrated approach with our esteemed international and local NGO partners. Our successful partnerships with The Carter Center, Catholic Dioceses of Wau, Ophthalmic Association of South Sudan, and the Ministry of Health in South Sudan have allowed us to introduce surgical outreach programs as well as leveraged existing trachomatous trichiasis (TT) programs to include cataract services. To date, we have facilitated over 11,000 eye-related surgeries, including more than 8,000 cataract surgeries and 3,000 trachomatous trichiasis (TT) surgeries.
SCOPE OF WORK:
The Part-Time Consultant will help to support our implementing partners, both government and non-governmental organizations, under the direction of our Program Manager and Eastern Africa Clinical Advisor and in a partnership with the Outreach Program team from the headquarter Office. S/he will also work closely with our Director of Policy & Advocacy to advance work in South Sudan with the Ministry of Health. S/he is responsible for all aspects of the financial and programmatic management and administration of the country program. S/he will be responsible for financials and administration functions in South Sudan, including budgeting, compiling financial reporting, inventory management, handling patient data, and coordinating with various partners to streamline the management of programs within the country.

ESSENTIAL JOB FUNCTIONS:
• Build and maintain highly collaborative working relationships with counterparts in other HCP Cureblindness offices, including regional offices, national offices and headquarters.
• Foster a positive and productive organizational culture in alignment with HCP Cureblindness global culture and values.
• Achieve and exceed organization goals for training, infrastructure, patient care and prevention.
• Instill operational and business management rigor in the organization, in the areas of scorecard, analysis, reporting, financial accountability, partner relationship management, and day to day operations.

Program Management
• Plan and implement effective programs in South Sudan to support HCP’s capacity building, infrastructure, and patient care objectives including maintain outreach schedules, build budget plans for outreaches, map out logistical needs for local and international volunteers, and submit payment requests.
• Provide monthly high-level management reports to the Eastern Africa Sr. Clinical Advisor and Program Manager, including expenditures, updated outreach schedules, patient data collection, and explore new opportunities including outreaches, training, and equipment maintenance needs.
• Establish and maintain relationships with key government officials, NGO partnerships and other stakeholders. Leverage relationships to advance HCP’s advocacy agenda.
• Provide additional technical assistance to local partners as necessary to maintain high standards of compliance and patient care.
• Maintain partner agreements and track programmatic and financial activity against those agreements.
• Work with the Director of Policy and Advocacy to advance key initiatives in the country including health systems assessment and voluntary national review, working closely with the Ministry of Health and key partners.

Operations & Financials
• Ensure effective, transparent use of financial resources by working closely with in-country partners to monitor expenditures. Review and monitor partners’ financial reporting and compliance.
• Manage in-country payables and disbursements to implementing partners.
• Liaise with customs, MOH, and other relative partners on the pre-clearance and release of equipment and consumables.
• Assist internal and external audits and reviews as required to ensure compliance with HCP Cureblindness and donor requirements.
Monitoring & Evaluation

• Work closely with implementing partners to compile patient data for outreach and static surgeries and ensure that partners submit the patient data in a timely manner.
• Review the patient data to ensure compliance with SOPs.
• Partner with the MEL team to ensure timely and accurate reporting of impact data, through regular communication with implementing partners and field visits, as required.

Risk Management and Security

• Monitor risk in-country to support programmatic decision making, including program planning and volunteer participation.
• Ensure compliance with security procedures and policies as determined by the Program Manager & Leadership Team.
• Proactively ensure that implementing partners operate in a secure environment and are aware of policies.

QUALIFICATIONS:

• BA/S or equivalent is required. An advanced degree is preferred
• At least 5 years of experience working with an international organization is required; international NGO or business
• Strong communicator familiar with working independently in a cross-functional role
• Demonstrated experience and skill with budget preparation and analysis, financial reporting preparation and presentation
• Strong program management skill set
• Experience partnering with and managing government relations
• Advanced computer skills in MS Office programs, particularly Excel
• Prior management experience and strong organizational skills
• Excellent oral and written English skills required
• Willingness and ability to work across multiple time zones, including participating in morning and evening calls
• Willingness and ability to travel regionally up to 20% of time

Additional qualifications include:

• Excitement to join a nonprofit institution poised to expand global operations.
• Demonstrates a highly professional and collaborative demeanor with supervisors, coworkers and partners.
• A sense of discretion and a high degree of professionalism is required, ability to maintain confidentiality of highly sensitive information.
• Strong interpersonal, communication, facilitation, and presentation skills.
• Detail oriented and able to efficiently prioritize tasks.
• Flexibility to adjust and contribute to continually evolving work situations and changing priorities.
• Excellent computer skills and technical aptitude, proficient with Google Workspace, MS Office, MacOS, and experience with Apple hardware.
• Committed to advancing diversity, equity and inclusion.

Physical requirements:

• Prolonged periods of sitting at a desk and working on a computer.
• Must be able to lift up to 15 pounds at a time.
To Apply
We invite qualified candidates to submit a resume and cover letter. Please send materials via email to: jobs@cureblindness.org

Himalayan Cataract Project encourages applications from people of all races, religions, national origins, genders, sexual orientations, gender identities, gender expressions, and ages, as well as veterans and individuals with disabilities.