



JOB OPPORTUNITY FOR A NURSE

1) INTRODUCTION

Strategic Humanitarian Services, Cameroon abbreviated SHUMAS-Cameroon is a not for profit development nongovernmental organization that is focused on integrated sustainable rural development, with the aim to improve lives, reduce poverty and empower people to realize their fullest potentials without limiting posterity from meeting theirs. To achieve this, SHUMAS has 8 different programs, which include among others the Health Program. The Health Program is coordinated by a Director in charge of the Health Program.

2) JOB POSITION:

Spreading Health Coordinator.

3) KEY ROLES:

Coordinate the project on training of nurses for rural health centres

- Recruitment of potential candidates
- Monitoring of student nurses on training
- Monitoring of trained nurses in communities
- Reporting

4) JOB DESCRIPTION :

A) General responsibilities

- As an entry point s/he must have good mastery of all SHUMAS programs, projects, vision, approach, challenges, future plans.
- Participate in outsourcing of funding for SHUMAS Spreading Health Program through writing of projects proposals and awards to existing and new partners as approved by Management.
- Develop operational plans and implementation tools for the Spreading Health Program from recruitment to impact assessments.
- Develop a monitoring and evaluation plan for the Spreading Health Program.
- Review existing project strategy and propose any for funding agencies and cooperating institutions.
- Ensure that an effective and efficient participatory planning and reporting system is developed and put in place.
- Write reports on the program activities developed and on all assigned duties at the end of each week, month and year.
- Direct and supervise the day-to-day operations of the Spreading Health Program, guided by the project document, the Programs Coordinators and General Director; and providing any necessary amendments to ensure smooth performance.
- Develop templates for recruitment, monitoring/evaluation and impact assessments for the Spreading Health Program.

B) Coordinate project on training of nurses for rural health centres

- Recruitment of potential candidates
- Organize and sensitize communities on the program
- Receive and process applications

- Carry out baseline survey in communities
- Propose recruitment date and communicate it to applicants
- Carryout recruitment of candidates via oral and written interviews
- Create files of all beneficiaries, and develop photo albums for all beneficiaries
- Coordinate signing of protocol agreement
- Registration of candidates in schools

• **Monitoring of student nurses in school**

- propose a yearly calendar of student nurse monthly meetings
- propose a yearly plan of activity for the health program
- Visit nurse students in schools for follow-up
- Follow up nurses during internship placement
- Get detailed results of each nurse in training and submit
- Write reports on monthly meetings with nurses on training to SHUMAS and Spreading Health UK
- Propose a yearly activity budget for nurses in training which is broken down in to months
- Submit monthly reports of each nurse on training
- Carry out registration and fee payment of nurses

• **Monitor trained nurses in communities**

- Organize handing over of nurse ceremony with communities
- Follow up and ensure all nurses that graduate return and resume work in their communities
- Propose protocol agreement to be signed between community, nurse, Spreading Health and SHUMAS after training
- Visit nurses that have graduated and working in communities every month
- Ensure nurses already working in communities write national recruitment exams
- Coordinate activities of the Alumni meetings
- Ensure Alumni meetings hold at least twice a year
- Coordinate organization of continuous professional training development for nurses
- Carryout impact assessments in communities
- Write monthly reports on nurses in communities
- Work closely with District Medical officers to ensure nurses in communities are effectively working and participate in district activities
- Follow up recalcitrant cases and ensure they are put to order

• **Reporting**

- Submit monthly, quarterly, mid and annual narrative progress reports of all Spreading Health activities
- Submit financial reports with justification documents
- Submit annual reports and distribute to all stakeholders

F) EDUCATIONAL /PROFESSIONAL QUALIFICATION

- Must have at least a Master's degree in Public Health or related field

CONTACT SHUMAS Head Office

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- Computer literate
- Good communication skills
- Must have at least 5 years of relevant working experience

G) REQUIREMENTS

- An application letter addressed to the General Director of SHUMAS-Cameroon
- A CV
- Copy of Certificates and any relevant documents
- Copy of National Identification card.

FOR FURTHER INFORMATION YOU CAN CONTACT US THROUGH THE FOLLOWING:

- Tel: 677755630, 67440219, 672523341, 679852090
- Email: strategichumanitarianservices@gmail.com

THE CLOSING DATE FOR APPLICATIONS IS 31st OF December 2017.

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