

JOB DESCRIPTION

Position: **Principal** of the Catholic Health Training Institute (CHTI) in Wau, South Sudan

Job Purpose:

The principal is the overall responsible of CHTI, directing academic and administrative affairs. She/he ensures the proper functioning of the institute and the achievement of its objective: producing quality and service orientated nurses/midwives capable of meeting the health needs of the South/Sudan. This is done in line with the orientations given by the Sudan Catholic Bishops' Conference and the Mission, Vision of the Institute, as formulated by Solidarity with South Sudan (SwSS) who are entrusted with the management and development of the Institute. She/he reports to the Solidarity Executive Director, who is his/her line manager. The Principal supervises Deputy Principal, Administrator, Tutors, Clinical Instructors, and Support Staff.

Key Responsibilities & Duties

- Academic Programs - The Principal is directly responsible for the implementation of academic programs in line with the requirements of the Ministry of Health. In this she/he works with the dean of Academics to plan and implement academic programs such as orientation, courses, seminars, clinical placements and other training program offered by the CHTI.
- Strategic planning- Participate in strategic planning by developing strategic initiatives, establishing collaborative work structures and climate, and developing procedures for monitoring results. This is done in collaboration with the **CHTI Advisory Board** and under the supervision of the Executive Director of SwSS.
- Budgeting- Participate in the development of the CHTI annual budget and submitting that to SwSS for approval. She/he ensures the appropriate utilization of the CHTI's budget.
- Financial Management – She/he ensures that the Administrator and Finance departments adhere to the finance and donor reporting criteria of SwSS.
- Management - Head of management of CHTI and responsible for the coordination and supervision of the day-to-day operations of the Institute. In her/his duties as Principal, she/he is assisted by the deputy for academic affairs and by the administrator for the material and personnel management of the Institute, both of whom report directly to the Principal.
- Personnel- She/he ensures, in collaboration with the Administrator, that the HR policies and guidelines of SwSS are implemented in CHTI, especially in the areas of recruitment of personnel, appraisal of all staff and overseeing disciplinary matters. In all this the Labour Laws of Sudan South are respected.
- She/he is responsible for the continuous development and review of CHTI policies.
- She/he, according to professional qualifications, assists in a teaching role with the students, and undertakes associated duties.
- Represents and promotes CHTI on various professional, social and church fora and strengthens relationships and collaboration with partner organisations.



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International Headquarters: Via Aurelia 476 - 00165 Rome, Italy

- Advertises and oversee the recruitment of candidates for nursing/midwifery programs according to approved criteria.
- Discipline – Addresses student indiscipline cases in accordance with the established CHTI student and disciplinary practices.
- Promoting off extracurricular activities – Promote and support a high degree of student morale through curricular and extracurricular activities and services and co-ordinate the participation of all members of the teaching staff in the extracurricular program.
- Provides leadership and guidance to students, teaching and support staff.
- Keeps the Solidarity Executive Director fully advised as to the conditions and needs of CHTI.
- She/he is a member of the SwSS Management Team and is secretary to the Advisory Board of CHTI
- Undertakes other duties within scope as assigned by CEO.

Other basic information

The position applies to religious, who are motivated by the mission statement of Solidarity with South Sudan.

You will be living away from your home country and in a country, which is experiencing a fragile peace.

You will reside in an international and intercultural religious community of men and women.

In keeping with our surroundings, the standard of living practiced by Solidarity personnel is simple.

In our relations with local people and institutions we seek to encourage empowerment of others and to avoid practices that may promote dependency.

Conditions regarding health and other insurances, and other costs that may apply of members of religious congregations will be explored during the preliminary job interview.

Please send applications to: The Executive Director, Solidarity with South Sudan, email address: executivedirector@solidarityssudan.org