



Sudanese American Medical Association

SAMA Programs Coordinator Job description & application process

Background

The Sudanese American Medical Association “SAMA” is a nonprofit, nonpolitical, educational and humanitarian organization. Its’ members are medical professionals of Sudanese descent.

SAMA is committed to promote and support the health and wellbeing of our community by delivering superb, sustainable and measurable medical services, education, training and capacity building.

SAMA values are to ensure “Collaborative Performance with Excellence, Integrity and Professionalism. We promise to deliver all of our commitment to our people, members and donors, with the highest standards of transparency, ethics and compliance”.

Working in one of the world's most challenging environments, SAMA seeks to improve medical knowledge, develop and maintain the highest professional and ethical standards of medical practice and health care through scientific, educational and charitable initiatives.

Job purpose

The Programs Coordinator will assist the Deputy Director and serve as a member of the SAMA’s Sudan office team. The officer will be responsible for implementation of programs planning, delivery and reporting. The officer is responsible for communicating with partners and performing administrative duties, such as liaising with government authorities, vendors and contractors.

Reports to

- Deputy Director of Sudan Office based in Khartoum
- Director of Sudan Office based in Khartoum

Duties and responsibilities

- Plan, manage and execute SAMA programs with the requirement of travel to other states.
- Liaise with government authorities on licensing and permit requirements
- Liaise with FMOH and state MOH’s
- Prepare monthly written technical reports.
- Communicate with SAMA executive team in a timely manner
- Support the logistics, and dissemination of consumables and supplies
- Prepare responses to requests for information about SAMA activities or specific technical issues from SAMA Executive Director.
- Assist in the production and dissemination of documents on lessons learned and future practices related to SAMA programs.
- Track deliverables to all SAMA partners.
- Experience managing complex tasks within fixed timeframes



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Qualifications: essential

- Minimum bachelor's degree in public health, health service administration, management or related discipline.
- Excellent command of English (verbal and written) and Arabic language
- Excellent skills in office applications e.g. MS-Word and MS-Excel.

Qualifications: Preferred

- Master degree in public health, health service management, health administration or related discipline.
- Experience with non-government organizations (UN organizations)
- Relevant program management experience is a plus

Requirements

- Excellent organizational skills and attention to detail.
- Excellent communications skills with continuous access to email
- Ability to manage a variety of tasks simultaneously and establish priorities.
- Ability to write concisely and clearly in English.
- Strong interpersonal skills and ability to work effectively as part of a team.

Benefits

- Health Insurance
- Compensation for all travel expenses and per diem
- Potential for promotion and professional development
- Paid leave after one year

Hours

- Estimated number of hours is 40 hours per week

Location

- Khartoum

Workspace benefits

- Shared office space at SAMA Main Office, Khartoum
- Access to desktop computer with internet access
- Paid phone and data bill

Salary

- **SDG 10,000 to 12,000 per month based on experience**

SUDANESE AMERICAN MEDICAL ASSOCIATION
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Start Date & Duration

- October 10, 2019.
- For one year (subject to satisfactory progress after first 3 months)
- Renewable based on satisfactory progress

Application process

- Online application opens September 10th, 2019 through SAMA Website: <https://sama-sd.org/assistant>
- Applications close on September 20th, 2019 at 5pm Sudan time (no applications will be received after the closing date).

Application outcome

We will not be able to respond to all applicants, only those short listed will be notified.

If you do not hear from us by September 30, 2019, this means your application was not successful at this time. Shortlisted applicants will be notified by email of the date and location of the interview by September 30, 2019.

Nahla Gadalla Executive Director	Date
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