



Sudanese American Medical Association

Job Description

Coordinator of Learning

SAMA South Sudan Office

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Supervisors/Selection Review Committee:

- **South Sudan Office Director:** Prof. Ihab Abdulrahman
- **Secretary General:** Dr. Salaheldin Abusin
- **Executive Director:** Dr. Mohamed Almahal
- **Sudan Office Director:** Mr. Abdulmajid Osman

Roles and responsibilities

- To manage the SAMA learning activities in South Sudan
 - Learning session facilitation and coordination
 - Learners engagement
- Attend learning-related meetings with local stakeholders.
- Other tasks assigned by the South Sudan Director

Commitment

- Virtual meetings
 - SAMA Team meeting on Saturdays - 3pm south sudan time
 - Bushra2Juba meeting on Sundays - 4pm south sudan time
 - Learning meeting on Wednesday - 1 pm south sudan time
 - additional meeting during the week to follow up on tasks (to be confirmed)
- Offline Completion of tasks
- as needed virtual and physical meetings

Skills acquired (Learn by Doing)

1. Presentation skills
2. Project Management Skills
3. IT skills
 - a. Google Suite (Gmail, Slides, Sheets, Doc, Calendar)
 - b. Zoom
 - c. YouTube
 - d. Trello
4. Project ECHO
 - a. Project ECHO facilitator



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b. Project ECHO coordinator

Recruitment & Retention

Essential Selection Criteria

- currently live and work in Juba, South Sudan
- Plan to continue to live and work in Juba, South Sudan for the next 6 months
- Has access to reliable internet
- Has access to a computer with a functioning webcam and microphone/speaker

Desirable Criteria

- Medical professional
- Graduate of a relevant to the scope of the job description
- lived and worked in Juba, South Sudan continuously for the last 5 years
- Less than 5 years from graduation from university/college
- Certification in English language competency e.g. OET, IELTS ...

Start Date April 1st, 2024

Duration: 3-12 months

Evaluation/Retention Process:

- **First Evaluation at one month:**
 - The employee will be evaluated at the end of the first month
 - If they perform well, they will continue in the position for a further 2 months
- **Second Evaluation at three months:**
 - The employee will be evaluated at the end of the 3 months
 - If they perform well, they will continue in the position for a further 3 months
- If the employee continues to perform well, they may be able to extend for a further 6 months to complete one year



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Poor Performance

- In the event of poor performance, the employee can be relieved from their responsibilities at the end of the month.
- Examples include but are not limited to:
 - Code of Conduct Policy Breach
 - Confidentiality Policy Breach
 - Consistent inability to perform assigned tasks
 - Showing up late for meetings, or not showing up

Performance Evaluation, Letters of Recommendation

- Will be issued by the Executive Director on request based on performance.

Opportunities

- Promoted to advance roles in the organization

Payment

- Expected stipend: \$400 per month
- A payment order should be submitted to receive the payment

Dr. Salaheldin Abusin	Prof. Ihab Abdulrahman
Secretary General	South Sudan office Director
<i>Salaheldin Abusin</i>	<i>Prof. Ihab B. Abdulrahman</i>
March 31, 2024	March 31, 2024