



Sudanese American Medical Association

Job Description: Humanitarian Relief Coordinators in Sudan

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Position: Humanitarian Relief Coordinator

Locations:

- New Halfa, Kassala state
- Al-Gadarif, Al-Gadarif state
- Kosti, White Nile state

Number of vacancies: 3 (one coordinator for each of the three states).

Job Type: Contractor

Duration: 5 months

Start Date: February 1, 2025

End Date: June 30, 2025

Context

The Sudanese American Medical Association (SAMA) is actively expanding its humanitarian projects in Sudan and is seeking three highly motivated and passionate individuals to take on the role of coordinators at three key locations: New Halfa, Al-Gadaref, and Kosti. This is an opportunity to make a significant impact in the community, and we urge qualified candidates to apply.

Key Responsibilities:

The Humanitarian Relief Coordinator will lead the implementation and monitoring of SAMA humanitarian projects. This includes:

1. Humanitarian Project Management:

- Manage and monitor humanitarian relief programs at the state, ensuring successful execution and compliance with timelines and budgets.



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- Regularly report on project progress, address any challenges, and propose corrective actions.
- 2. Feasibility Assessment for Dr. Isam Osman's Medical Mission:**
 - Assess the feasibility of implementing Dr. Isam Osman's Medical Mission in the designated state, considering logistical, healthcare, and financial factors.
 - Ensure coordination with medical teams and relevant stakeholders for effective planning and execution.
- 3. Feasibility Assessment for establishing centers for learning**
 - Evaluate the feasibility of establishing centers for learning in the designated state.
- 4. Feeding Programs Management (in collaboration with We Are All Values Organization):**
 - Oversee the implementation, and monitoring of feeding programs in partnership with the We Are All Values Organization.
 - Oversee the food procurement process, through completing the online purchase form from the vendors.
 - Ensure effective delivery of food aid, maintain program standards, and assess nutritional needs in the community.
 - Ensure coordination with relevant teams to guarantee the successful distribution of food and meet community needs.
- 5. Reporting & Documentation:**
 - Provide regular reports on all program activities, challenges, and results to senior management.
 - Maintain up-to-date documentation for all programs, ensuring transparency and accountability.

Eligibility

Essential criteria

- Abide by SAMA values of Excellence, Integrity, and Kindness
- The position requires the candidate to be based at one of the three locations: New Halfa, Al-Gadaref, or Kosti.
- Graduate of a healthcare-related field including Medicine, dentistry, pharmacy, nursing, and public health
- Willingness to travel to Port Sudan to receive the onboarding training.
- Strong organizational and leadership skills.
- Strong motivation in humanitarian work
- Easy to work with and has a pleasant personality.
- Willingness to learn



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Desired Criteria

- Graduated not more than 5 years
- Having a Laptop and access to a stable Internet connection (as there will be regular meetings and reporting)
- Demonstrated experience managing field-based humanitarian or healthcare projects, particularly in remote or resource-limited settings.

Work Environment and Time Commitment

- **Location and work scope:** This is field-based work. coordinators will be required to physically visit
 - Internally displaced persons' centers
 - Hospitals and healthcare facilities
 - Local markets,
 - Government authorities.
 - Other locations as necessary for project implementation tasks.
- 8 hours (9 AM to 5 PM Sudan Time) from Saturday to Thursday (ie. all days excluding Friday).
- Daily 1-hour meetings with SAMA leadership attended virtually from 12 PM to 1 PM Sudan Time

Onboarding Training

- Selected candidates will be required to complete **onboarding training in person** at the Dr. Bushra Ibnauf Center for Learning and Humanitarian Relief Support in Port Sudan, Sudan.
- The onboarding training will be held on Wednesday, January 29, 2025
- Travel, accommodation and meals expenses will be covered by SAMA

Evaluation Process

- Monthly evaluations

Poor Performance

- In the event of poor performance in any given month, the coordinator will receive a formal warning outlining the areas requiring improvement. If the poor performance persists for an additional month following the warning, the employee's contract will be subject to termination.
- Examples include but are not limited to:
 - Code of Conduct Policy Breach
 - Confidentiality Policy Breach



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- Consistent inability to perform assigned tasks
- Showing up late for meetings, or not showing up

Supervisors

- Dr. Sarah Adam- Sudan Office Director
- Dr. Ahemd Kaek- Monitoring and evaluation officer
- Mr. Abdulmajid Osman- Director of IT, HR, Contracts and Sudan Office Accountant
- Mohamed Almahal- Executive Director

Benefits.

- A compensation of SDG 800,000 monthly.
 - Payment through bankak in SDGs
 - Payment will be issued after the submission of the completion of the mission and the submission of the post-mission report
- Lead impactful projects, collaborate with a resourceful team, gain hands-on field experience, advance your career, and make a real difference in communities in need.

Application Timeline

Date	Activity
January 9, 2025	Open the application
January 20, 2025	Close the application
January 23, 2025	Virtual Interviews
January 25, 2025	Final decision
January 29, 2025	Onboarding training in Port Sudan
February 1, 2025	Start date
June 30, 2025	End date