



## INTERNATIONAL MEDICAL CORPS

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### JOB VACANCY

|                                |                                       |
|--------------------------------|---------------------------------------|
| Job Title:                     | <b>Registered Nurse (3)</b>           |
| Country Program:               | <b>South Sudan</b>                    |
| Location of Position:          | <b>Leer/Adok</b>                      |
| Position Reports to:           | <b>Midwife/Nurse Supervisor</b>       |
| Position Opened for:           | <b>South Sudanese only</b>            |
| Desired Start Date:            | <b>ASAP</b>                           |
| Closing Date for Applications: | <b>February 10<sup>th</sup>, 2015</b> |

### Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.

Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

### OBJECTIVES OF THE POSITION:

Ensure smooth coordination of preventive and curative nursing services in area of intervention and integrate them within the package offered in Leer/Adok, Unity State.

### RESPONSIBILITIES AND DUTIES

#### 1. Program Quality Assurance

- Being in charge of the general organization of the departments ( IPD, OPD, Pharmacy, Laboratory)
- Checking that care protocols and rules on security, hygiene and asepsis are followed by the health care and maintenance personnel
- Ensuring health care waste management guidelines are implemented and observed
- Encouraging communication between doctors/clinical officers/nurses/nurse aides, etc.
- Checking that information on care is passed between the different teams (day, night etc.)

- Participating in regular medical rounds in order to know the patients and follow the department's activity
- Planning the department's activity with the health care team according to the work load
- Implementing and supervising the correct filling out of patient registers and medical dossiers
- Checking the presence of a liaison form and organizing patient transport in the case of a transfer to another structure
- Scheduling and establishing daily health education sessions within the departments
- Organizing data collection of medical activities in the department
- Participating in the collection and analysis of medical activity data
- Identifying areas needs and gaps as needed and communicating priorities to supervisors

## **2. *Pharmacy / Stock Management***

- Managing a minimum stock for meeting the department's needs
- Checking on the appropriate use of medicines and small medical material
- Preparing consumption reports depending on defined schedule (e.g. daily/weekly)
- Encouraging optimal spatial organization of the pharmacy and appropriate labelling of the different items
- Implementing and/or applying the supply procedures agreed with the central pharmacy
- Checking the delivery and storage of pharmacy orders in a locked area
- Carrying out regular pharmacy stock takes (stock, expiry dates, etc.)

## **3. *Human Resource Management***

- With the clinical officers and nurses, identifying the personnel required for the smooth running of the department
- Anticipating and organizing replacements of absent personnel according to the departmental activity
- Checking that work planning is followed by the personnel (hours, presence etc.)
- Ensuring the administrative follow up of members of his service and passing on administrative data (sick leave, overtime, etc.)
- Scheduling 24/7 IPD at the facility in collaboration with nurses and clinical officers
- Organizing and supervising the work of his / her team members
- Leading and organizing regular team meetings
- Organizing the circulation of information within his / her team
- Identifying personnel with potential within his team and fostering growth and capacity development
- Carrying out systematic individual reviews of staff under his / her responsibility, together with the Health Coordinator

## **4. *Capacity Building and Training***

- Defining the training needs of the OPD and IPD staff
  - Conducting routine on-the-job training for his / her team as needed
- 5. Qualifications and Requirements:**
- Registered nurse from a recognized health training institution
  - Experience in ward management and program management
  - Experience with staff management: leadership, coaching and development
  - Experience and skilled in statistics
  - Good organizational skills
  - Minimum 3 years of experience in ward management in humanitarian context with NGOs/or Public health institutions.
  - Proficiency in English language
  - Knowledge of Juba Arabic is an added advantage.
  - Actively Promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within International Medical Corps and amongst beneficiaries served by International Medical Corps

**If you meet the above mentioned requirements, please submit a Cover letter indicating daytime contact numbers, Nonrefundable copies of Updated CV, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to [skassim@internationalmedicalcorps.org](mailto:skassim@internationalmedicalcorps.org) Hand delivered applications should be submitted to the IMC Head Office at Plot No. 147 and 148, Block 3K South, Tongping Area, Next to China Juba People's Hospital along Bilfam-Muniki Road, Juba, Central Equatoria State, South Sudan. Closing date for all applications is February 10<sup>th</sup>, 2015.**

**We appreciate your Applications; however, Only Shortlisted Candidates will be contacted for interviews.**

