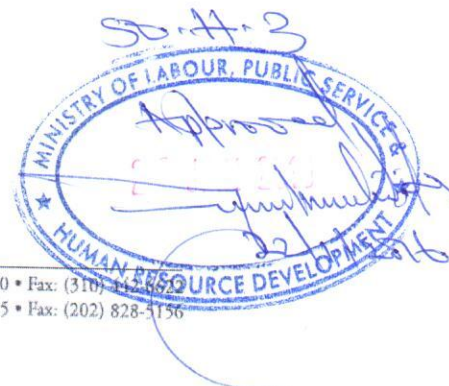




INTERNATIONAL MEDICAL CORPS

Headquarters: 1919 Santa Monica Blvd., Suite 400, Santa Monica, CA 90404 • (310) 826-7800 • Fax: (310) 826-7801
Washington, D.C. Office: 1313 I. St. NW, Suite 220, Washington, DC 20005 • (202) 828-5155 • Fax: (202) 828-5156
www.imcworldwide.org



JOB VACANCY

Job Title:	Finance/Admin Officer
Country Program:	South Sudan
Location of Position:	Leer/Adok
Position Reports to:	Site Manager
Position Opened for:	South Sudanese only
Desired Start Date:	ASAP
Closing Date for Applications:	February 10th, 2015

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:

Reporting to the Human Resource and Finance Manager in respective matters and ensuring that all the finance and HR functions are effective and appropriate for the environment in which we work. He/She originates and leads finance and Human Resource practices and objectives in the field and also to provide an employee-orientated, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and on-going development of a superior workforce. He/She will be responsible for the implementation of services, policies, Programmes and assist/advises staff about all finance and Human Resource issues.

RESPONSIBILITIES AND DUTIES:

- Assists in the implementation of finance and HR policies for IMC South Sudan
- Ensure that the finance and HR reports are consolidated and submitted in a timely manner in line with the reporting matrix

- Responsible for the communication of policies, procedures and in field and coordinate any changes
- Responsible for ensuring that all policies and procedures are followed, through close liaison with HR and Finance Department in Juba
- Responsible for ensuring advice is given to staff on the discipline policy and related topics
- Oversee the management of the staff personnel files and ensure they are complete using appropriate monitoring tools
- Assist with Performance Reporting, to include performance development plans and the improvement in service delivery
- Assist with the establishment of an in-house training policy and systems that address the training needs and includes staff orientations, needs assessments, management development
- Attend meetings and seminars as required
- Supervise the maintenance of the employee related database, preparation and analysis of reports necessary to carry out the functions of the department as per IMC policies
- Liaise with the managers and coordinators to ensure accurate employee training records are held
- Ensure that staff are in compliance with South Sudan labour laws
- Ensure effective communication and feedback through meetings, internet and HR forums
- Manage the monitoring of the salaries structure and payment
- Responsible for the monthly review of the payroll before submission to Finance
- Responsible for Employee safety, welfare, wellness and health
- Liaise with RRC, ministry of Labour at field level to ensure compliance with South Sudan Law and to build good relationships
- Liaise and be the focal point for all legal issues
- Advice on disciplinary action to be taken based on staff issue at hand

Personal Qualities:

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions
- Good organizational and supervisory skills

Core Competences:

- Team playing skills
- Accuracy
- Care of resources
- Manual dexterity
- Execution of instructions

- Interpersonal skills
- Analytical skills
- Records management skills

Qualifications and Requirements:

- Diploma in Business Administration or HR Management from a recognized training institution
- Experience in finance and HR management
- Good organizational skills
- Minimum 2 years of experience in financial/ HR management/Administration
- 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 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 10th, 2015.

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

