

**INTERNATIONAL MEDICAL CORPS**  
Headquarters: 1919 Santa Monica Blvd., Suite 400, Santa Monica, CA 90404



## JOB VACANCY ADVERTISEMENT

*International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document*

Job Title:	<b>Field Compliance Assistant (1 Position)</b>
Country Program:	<b>South Sudan</b>
Location of Position:	<b>Juba</b>
Report To	<b>National Field Compliance Manager</b>
Position Opened for:	<b>South Sudanese only (Internal/External)</b>
Desired Start Date:	<b>ASAP</b>
Advertised date	<b>3/October/2023</b>
Closing Date for Applications:	<b>20/October/2023</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.

**JOB SUMMARY:** The Field Compliance Unit is an advisory function having an independent status within International Medical Corps. The Field Compliance Officer/Intern is a member of the Field Compliance Unit and is responsible for



performing compliance reviews in the country of operation. Compliance work needs to be performed in accordance with the Ethics & Compliance Charter, country work plans, International Medical Corps policies & procedures and Donors' regulations. The Field Compliance Officer/Intern promotes and encourages a culture of compliance and ethics throughout International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity. Communicates these values to staff and to partners and requires them to adhere to these values.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation:

## **MAIN TASKS AND RESPONSIBILITIES**

### **Ethics and Compliance Department Overarching Responsibilities**

- Promotes and encourages a culture of compliance throughout the organization.
- Encourages transparency, communication, and teamwork related to the Ethics and Compliance Charter and its Department objectives.

### **Core duties:**

- Conducts compliance reviews in accordance with the agreed country work plan, as assigned by the supervisor.
- Supports the supervisor to effectively identify, document and mitigate compliance risks associated with program and operations activities.
- Supports preparation of compliance reports with observations and recommendations.
- In coordination with the supervisor, regularly verifies progress made towards compliance recommendations and agreed actions plans.
- Assist in timely and accurate recordkeeping of compliance reviews on shared file.

### **Communication:**

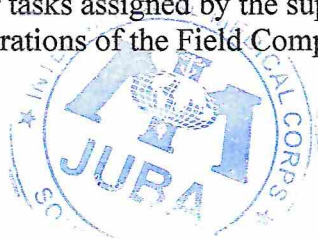
- Proactively communicates results of compliance reviews and identified gaps with the supervisor and staff in charge and supports corrective measures in real-time to avoid non-compliance.
- Prepares and provides necessary updates and reports on field compliance work as needed.

### **Capacity building and training:**

- Assists in conducting Fraud, Bribery, Conflicts of Interest and other trainings to International Medical Corps staff and partners.

### **Other responsibilities:**

- Regularly participates in the regional compliance meetings.
- Conducts any other tasks assigned by the supervisor with the aim of supporting or improving the operations of the Field Compliance Unit.



### **Compliance & Ethics:**

- Promotes and encourages a culture of compliance and ethics throughout International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity. Communicates these standards to staff, if applicable, and to partners and requires them to adhere to these values.
- Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily all inclusive.

### **Code of Conduct**

- As applicable to this position, an individual must promote and encourage a culture of compliance and ethics throughout the organization and maintain a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards.
- If this is a supervisory position, one must set an example of ethical behavior through one's own conduct and oversight of the work of others; ensure that those who report to you have sufficient knowledge and resources to follow the standards outlined in the Code of Conduct & Ethics; monitor compliance of the people you supervise; enforce the Code of Conduct & Ethics and International Medical Corps' policies, including the Safeguarding Policy and the Protection from Harassment, Bullying and Sexual Misconduct in the Workplace Policy, consistently and fairly; support employees who in good faith raise questions or concerns.

### **Safeguarding**

- It is all staff shared responsibility and obligation to safeguard and protect populations with whom we work, including adults who may be particularly vulnerable and children. This includes safeguarding from the following conduct by our staff or partners: sexual exploitation and abuse; exploitation, neglect, or abuse of children, adults at risk, or LGBTI individuals; and any form of trafficking in persons. Staff are also responsible for preventing violations to our Code of Conduct and Ethics, which may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear or are made aware of any violations to the Code of Conduct and Ethics or Safeguarding Policy, you have an obligation to report.

### **Equal Opportunities**

- International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status as a veteran.
- Requirements

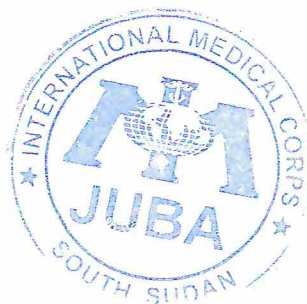


## MINIMUM QUALIFICATIONS

- Typically, a 4-year Bachelor's Degree (in a three-cycle Higher Education) in Business Administration, Accounting, Risk Management or similar.
- Typically, this is a starting position in Field Compliance Unit for recent graduates whose only work experience may be internship(s) in connection with their education or work they may have done while studying that is not relevant to this position, or candidates without experience in compliance, audit or risk management that have 1+ years of experience working in humanitarian relief or equivalent experience;
- Familiarity with various business processes (such as Human Resources, Program Management, Financial Management, Supply Chain Management, Information Technology etc.);
- 1 to 2 years of relevant experience working, especially in humanitarian context.
- Communication including presentation skills;
- Time management skills;
- Detail oriented, with a high degree of ethics, integrity, discretion and professionalism;
- Ability to handle sensitive matters on a confidential basis;
- Ability to gather, analyze and evaluate facts, define problems, draw valid conclusions;
- Problem-solving skills;
- Fluency in English with an ability to express himself/herself well verbally and in writing; Knowledge of Arabic is preferred;
- Ability to handle sensitive matters on a confidential basis;
- Ability to establish and retain effective working relationships with other staff and to communicate clearly and effectively, both orally and in writing;
- Ability and willingness to travel to country program locations as needed, often at short notice.

## HOW TO APPLY

Interested candidate (**South Sudanese Nationals**) who meets the above criteria, should submit their Application (cover letter) indicating daytime, contact numbers, copies of Updated CV with at least three referees, their telephone and email contacts, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, (**Documents are not returnable once submitted**) addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to [SS-Recruiting@internationalmedicalcorps.org](mailto:SS-Recruiting@internationalmedicalcorps.org). Hand delivered applications should be submitted to Plot No 320 Block 3K, 2nd Class Residential areas, Pope Francis Road, Thongpiny Juba, Central Equatorial South Sudan



**Please note applications received will be reviewed on a rolling basis and this position might be filled before the closing deadline.**

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

Website for reporting misconduct: [www.InternationalMedicalCorps.ethicspoint.com](http://www.InternationalMedicalCorps.ethicspoint.com). Please do not submit your CV or application to this website, it will not be considered for review

