

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:	Program Officer (Position 1)
Country Program:	South Sudan
Location of Position:	Juba Office
Position Opened for:	South Sudanese only (Internal/ External)
Report To	Program Coordinator
Desired Start Date:	ASAP
Advertised date	13 th July' 2026
Closing Date for Applications:	30 th July' 2026

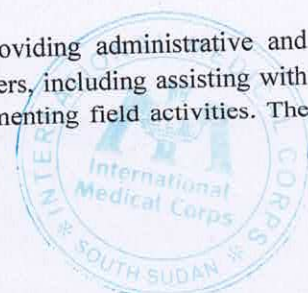


Organizational Background

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 the 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. Currently International Medical Corps works in Pigi Canal Jonglei State, Akobo, Malakal, Fashoda, Manyo, Payikang & Renk in Upper Nile, Wau in Western Bar el Gazel, Nyal in Unity State and Juba POC & Nimule in Central Equatoria state.

Summary of Responsibilities:

The Program Officer will have the primary responsibility for providing administrative and program support to the Program Coordinator and the Project Managers, including assisting with the following activities: reporting, planning, organizing, and implementing field activities. The tasks include, but are not limited to;



ESSENTIAL JOB DUTIES / SCOPE OF WORK:**Administrative Duties**

- Raise and follow up on the procurement requisition forms;
- Work with the field teams and logistics to procure program supplies within program budgets and according to agreed-upon work plans/timelines to ensure proper implementation;
- Coordinate planning and follow-up of logistical and administrative arrangements. Ensure efficient resource utilization and close cooperation between the project team, as well as all involved stakeholders;

Program Support

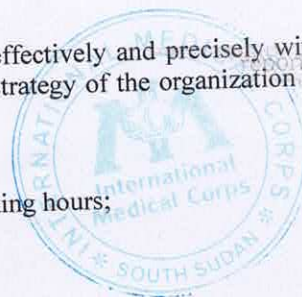
- Work closely with the project managers, senior management team, and field teams to determine the operational needs of the country program;
- Assist project managers in organizing and implementing field activities and follow up on performances;
- Assist project managers to maintain close, constant communication and positive working relations at all times with the local implementing partners, donor representatives, international stakeholders and local authorities;
- Regularly research, follow up, compile, analyze and share information/data on national, regional and international developments, reports, publishing, legislation and other relevant documentation on relevant issues to the work of International Medical Corps;
- Assist in compiling and/or writing weekly, monthly, quarterly, and annual reports, ensuring statistics and information are correct;
- Assist M&E officers in following up on donor indicators and ensure that the targets are attainable;
- Assist project managers in contributing to the production of follow-on proposals or other program documentation for new projects.

IMC Representation

- Attend the visits and coordination meetings with donors and stakeholders and prepare field visit reports and minutes after each meeting;
- Assist in planning and communicating program activities effectively and precisely with all stakeholders to safeguard the reputation and long-term strategy of the organization at all times.

Human Resources Management

- Ensure compliance with all local labor laws, including working hours;



- Maintain open lines of communication with all field and country office staff;
- Apply IMC policies in a fair and consistent manner, documenting decisions properly and ensuring a positive sense of teamwork and shared responsibility among all program staff.

Working Relationships

- Maintain frequent and proactive communication with program director, program coordinator, project managers, HQ program staff, and donor representative(s), to report on implementation of program activities and objectives, operational needs or constraints, program successes, and any seen or unforeseen challenges that are encountered during program implementation;
- Maintain constant and proactive communication with all program staff and with other departments in order to assure coordination and cooperation at all levels.

Safety and Security

- Model good practice in safety and security at all times, complying with all IMC internal security policies regarding movement restrictions, obtaining necessary authorization before beginning any domestic or international travel, and following personal security best practices;
- Assist in the supervision of the application and compliance with security protocols and policies by program staff, and document any security incidents experienced during program implementation

Ethical Conduct at International Medical Corps

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our *Code of Conduct and Ethics* and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our *Code of Conduct and Ethics*, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritize safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the *Code of Conduct and Ethics*, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our *Code of Conduct and Ethics* and *Whistleblower Policy* prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these



protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps

Competencies & Requirements

- University degree in Political Science, Social Sciences, International Relations or a related field;
- Experience in working with NGOs, INGOs and other relevant organizations;
- Prior experience in functions relating to project implementation and program activities;
- Ability to work under pressure with strict deadlines;
- Experience in drafting and compiling papers, briefings, articles;
- Excellent knowledge of English language;
- Excellent communication skills, both oral and written,
- Excellent self-motivation skills,
- The ability to deal with a broad spectrum of people,
- Ability to exercise sound judgment and make decisions independently,
- Good ability to handle multiple tasks and many administrative details in a fast-paced and constantly changing environment.

HOW TO APPLY

Interested candidate (**South Sudanese**) 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.

NB: Application can be Submitted to: SS-Recruiting@internationalmedicalcorps.org.

OR Hand delivered applications should be submitted to IMC Juba Office

Please note the application received will be reviewed on a rolling basis, and the position might be filled before the closing date

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





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www.InternationalMedicalCorps.org

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

