



**INTERNATIONAL MEDICAL CORPS**

Headquarters: 1919 Santa Monica Blvd., Suite 400, Santa Monica, CA 90404

Approved by SMLPS  
and HZ  
02/08/2023  
02 AUG 2023  
REPUBLIC OF SOUTH SUDAN  
UNITY STATE-BENTIU  
DIRECTOR GENERAL'S OFFICE  
MINISTRY OF LABOUR PUBLIC SERVICE & S.D

## 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*

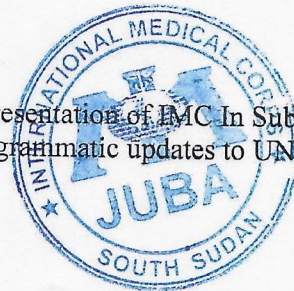
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|--------------------------------|--|
| Job Title:                     | <b>Liaison Officer (1 Position)</b>            |
| Country Program:               | <b>South Sudan</b>                             |
| Location of Position:          | <b>Bentiu Unity State</b>                      |
| Position Opened for:           | <b>South Sudanese only (Internal/External)</b> |
| Desired Start Date:            | <b>1/September/2023</b>                        |
| Advertised date                | <b>27/July/2023</b>                            |
| Status                         | <b>Non-Relocatable</b>                         |
| Closing Date for Applications: | <b>15/August/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 Purpose

To ensure Ensure effective Coordination and Representation of IMC In Sub-national Cluster forums, Provide Weekly and Monthly Programmatic updates to UNICEF,



SMOH, WHO & other cluster members and Organize Meeting with Various Program stakeholders in Program implementation.

### **Essential Job duties / Scope of Work:**

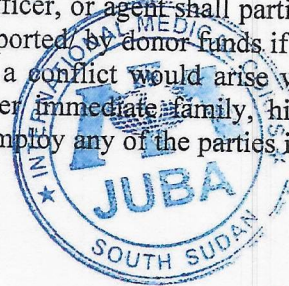
- Ensure effective Coordination and Representation of IMC In Sub-national Cluster forums.
- Provide Weekly and Monthly Programmatic updates to UNICEF, SMOH, WHO & other cluster members.
- Organize Meeting with Various Program stakeholders in Program implementation.
- Support Field visits and Joint Program Monitoring activities.
- Support IMC operations as part of the requirement.
- Communicate and explain IMC activities and new program to the host community.
- To collect the complaints and suggestion from host community, discuss it with IMC Site Manager and provide feedback to the community.
- Build strong relationship with local authorities, Donor and facilitate access impediments.
- Fostering an environment which encourages and supports community involvement and engagement in IMC Programming
- Translation while giving presentations and explaining IMC's role to community organizations.
- Hosting or attending community meeting, allowing attendees to express concerns and raise issues.
- Leading community development activities, such as 'fun day; apprentices, work experience schemes, lectures and so on.
- Building a 'community spirit' around our program activities.

### **Prevention of Sexual Exploitation and Abuse**

- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within IMC and amongst, vendors-suppliers and beneficiaries served by IMC.

**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.

**Ethical conduct for IMC staffs:** The International Medical Corps maintains a code of standards of conduct that shall govern the performances of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by donor funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or about to employ any of the parties indicated



above, has a financial or other interest in the firm selected for an award. IMC officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreement. These standards shall provide for disciplinary actions to be applied for violations of such standards by IMC officers, employees, or agents.

**Personnel Qualifications (special training/experience required) provide 6-7 requirements**

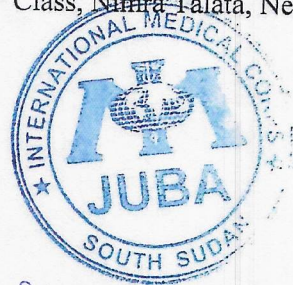
- Degree/Diploma in Social Work, Public Administration, and related certificate
- 3+ years in community outreach environment
- Experience in community-based education activities with a good understanding of Unity State local communities, their norms and culture.
- Knowledge and exposure in branding, even management, and campaigns
- Excellent verbal and communication skills in Arabic and knowledge of local language is a plus.
- Public speaking skill with good voice projection
- Well-paced speech with clear voice
- Experience working with humanitarian organization
- Proven ability strictly following humanitarian principle of neutrality humanity, impartiality and independence.
- Proven capabilities in leadership required.
- Strong negotiation, interpersonal and organization skills

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**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 Juba Head Office Plot # 1. Block C West, 3<sup>rd</sup> Class, Nimra-Talata, Near Basketball Stadium, Juba Town, Central Equatoria

OR hand delivery  
to IMC Bentiu - Office in SMTH



**Note:** Clearly indicate the position you are applying for on the back of your Envelop OR on subject line of your e-mail.

Closing date for receiving application:  
15/August/2023

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

**Locals are encouraged to apply and priority will be given to them.**

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



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