




INTERNATIONAL MEDICAL CORPS

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JOB VACANCY RE-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.

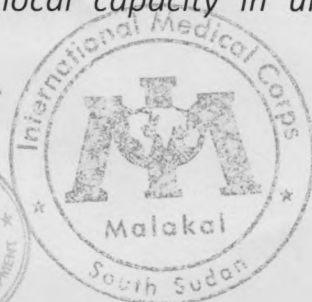
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| Job Title: | Sexual Reproductive Health Program Manager #1 |
| Country Program: | South Sudan |
| Location of Position: | Malakal |
| Position Opened for: | South Sudanese only |
| Desired Start Date: | ASAP |
| Advertised date | 14th November' 2023 |
| Closing Date for Applications: | 27th November' 2023 |



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

Approved by Acting
Director of Labour
Office



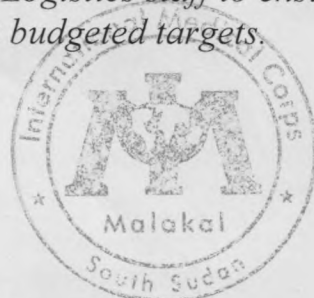
worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

Essential Job duties / Scope of Work:

To perform this job successfully, an individual must be able to perform each essential function:

1. Program Management

- *Work closely and collaboratively with UNFPA, WHO, state ministry of health/Health Science Institute board, Malakal teaching hospital authorities and relevant stakeholders.*
- *Manage all aspects of the Reproductive Health Program including recruitment, supervision, and capacity building of all RH staff. Discuss and agree with the UNFPA PM, Medical Director, Field site managers, RH service providers, and other stakeholders on proposed activities, implementation and monitoring plan, roles, and responsibilities of each team member.*
- *Actively participating in resource mobilization efforts of the Country Office by ensuring the preparation of relevant documentation, i.e., concept notes, project proposals (with accompanying documentation), project summaries, conference papers, speeches, donor profiles, and participating in related donor meetings and public information events.*
- *Ensuring the creation and documentation of knowledge about current and emerging Reproductive Health issues, by the program team through the analysis of the program, projects, strategies, approaches, and ongoing experience for lessons learned, best practices, and using this knowledge for information sharing and planning future strategies.*
- *Ensures application and compliance of security protocols and policies.*
- *Work with Logistics staff to ensure the coordination of program supplies is within budgeted targets.*



- *Attend coordination meetings that are relevant to SRH activities. Interface with state / county health government and relevant agencies as necessary*
- *Work closely with finance team to ensure monthly incentives payment are conducted on timely manner.*
- *Work closely with IMC and SMoH MEAL team to ensure timely data collection, report development and submission.*
- *Attend monthly coordination meetings with SMoH and other relevant stakeholders, share the minutes with action point and ensure the recommendations are implemented.*

2. Representation

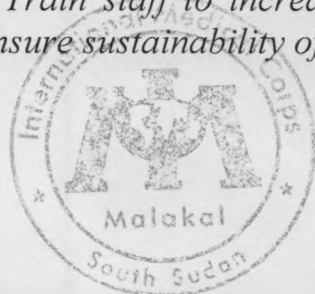
- *Attend relevant coordination meetings at the field and provide updates from these meetings to the BHA/UNFPA Manager and site manager Office.*
- *Represent the organization at task force meetings, assessment missions, camp coordination meetings, UN coordination meetings, INGO coordination meetings as appropriate and facilitate school board monthly coordination meeting*
- *Contribute to the creation of a positive image and overall credibility of the organization, notably through the application of the organizations Code of Conduct, ethics, values, and standpoint regarding internal and external actors!*

3. Human Resources Management

- *Supervise staff to ensure their smooth and effective operations.*
- *Assist in the selection and training of qualified program staff and recommend promotions, disciplinary action, and termination of staff in consultation with the Field Site Manager and Country office Program Manager, Deputy Country Director Programs and Deputy Country Director Operations.*
- *Ensure compliance to local labor laws including working hours.*
- *Maintain open lines of communications with all field staff.*

4. Training/ Capacity Building

- *Determine training needs for subordinate staff.*
- *Train staff to increase their responsibilities to build capacity and ensure sustainability of programs.*



- *Advocate and plan for professional development for all subordinate staff*

5. Working Relationships

- *Work closely and collaboratively with UNFPA, WHO, state ministry of health/Health Science Institute board, Malakal teaching hospital authorities and relevant stakeholders.*
- *Maintain frequent communication with the field-based program managers and to ensure program activities and objectives are communicated.*
- *Work closely with Logistics officer to ensure the coordination of programs supplies distributed timely.*
- *Work closely with Country office Program Manager and Finance officer to ensure the pipelines feedback provided timely.*

6. Security

- *Ensures application and compliance of security protocols and policies.*

7. Prevention of Sexual Exploitation and Abuse

- *Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within International Medical Corps and amongst beneficiaries served by International Medical Corps.*

8. Other duties as assigned.

- *The duties and responsibilities listed are representative of the nature and level of work assigned and are not necessarily all inclusive.*
- *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 values to staff and to partners and requires them to adhere to these values.*

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Qualifications (Indicate Degree/Certificates required) •

- *Bachelor's degree in public health, Medicine, or other related social science fields, master's degree is an added advantage.*

Experience

(Identify specific experiences necessary for this position) -

3+ years of relevant and progressive NGO project and personnel management experience in humanitarian or development contexts, including a minimum of 3 years of international work experience in an operations management role.

- *Experience in project management in the humanitarian sector*
- *Profound cross-cultural awareness and insight into health care issues*
- *Ability to exercise sound judgment and make decisions independently*
- *Extremely flexible, and could cope with stressful situations and frustrations*
- *Ability to work collaboratively with donor agencies, international organizations, and other foreign and domestic government officials and partners.*
- *Creativity and the ability to work with limited resources*
- *Excellent decision-making skills*

Competency

List technical expertise and soft skills required including languages)

- *Ability to read, write, analyze, and interpret, technical and non-technical reports in the English language.*
- *Ability to effectively present information and respond appropriately to questions from senior managers in the field and country office, senior government leaders and other related regional player*

Other (E.g., travel, visa, work eligibility required) NA

This job description is subject to review to ensure that it reflects the requirements of International Medical Corps.

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



accommodation. The tasks listed are representative of the nature and level of work assigned and are not necessarily all-inclusive.

It is our shared responsibility and obligation to prevent matters involving Sexual Exploitation & Abuse, Trafficking in Persons, Child Safeguarding, and any suggested violation to our Code of Conduct, which may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear, or are made aware of any suggested activities then you have an obligation to report.

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.

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, addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to nmonykuich@internationalmedicalcorps.org skassim@internationalmedicalcorps.org. Hand delivered applications should be submitted to IMC Malakal Offices.

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:
27th November' 2023**

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



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.**



the Labour card must be taken from the office

