



INTERNATIONAL MEDICAL CORPS

Headquarters: 1919 Santa Monica Blvd., Suite 400, Santa Monica, CA 90404 • (310) 826-7800 • Fax: (310) 442-6622
Washington, D.C. Office: 1313 L St. NW, Suite 220, Washington, DC 20005 • (202) 828-5155 • Fax: (202) 828-5156
www.imcworldwide.org



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:	Senior HR Officer
Country Program:	South Sudan
Location of Position:	Malakal
Position Opened for:	South Sudanese – (Internal & External)
Desired Start Date:	1 st October'2022
Advertised date	9 th September' 2022
Closing Date for Applications:	24 th September' 2022



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:

As Senior HR Officer is also expected:

- To provide full support to all staff while showing good cooperation by respecting their rights, privacy, and dignity.
- To ensure confidentiality and respect in line formed choice.
- To maintain a positive working relationship with staff to embrace professionalism, teamwork and integrity work ethics.



Essential duties/Job requirement:

- Lead IMC HR and admin operation for Malakal base ensuring IMC standard policy, donor regulation and humanitarian principles
- Represent HR and admin team in Malakal SMT, represent IMC to related government office, any other stakeholders when needed i.e., labor office, RRC, UNDSS, local authorities
- Recommend solution to resolve HR-related issues: provide advice and information to management and employees on human resource policies and procedures
- Present recommendations for salary change, promotions, terminations, and other personnel related actions
- Maintain and update leave and leave plan of all field staff. Ensure all leave forms overtime are filled in appropriately and approved.
- Communicate effectively with all staff on any new policy changes and provide feedback to management.
- Ensure personnel records and any additional records are kept in personnel files, recommends needed filing changes.
- Ensure policies, procedures and reporting follow the law and National staff Handbook: make recommendations of disciplinary action when personnel are deviating from the course.
- Contribute as an effective team member by sharing information, supporting, and assisting colleagues in a proactive manner to meet goals and deadlines.
- Assist in developing, maintaining, and administering appropriate staff retention strategies.
- Ensure all stakeholders (both internal and external to the organization) receive prompt, efficient and compassionate service.
- Maintain professional Conduct in attitude and performance to ensure maintenance of professional standard.
- Provide weekly / monthly reports to Juba HR and field site manager
- Assume HR Manager's role when she/he is on leave.
- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within International Medical Corps and amongst beneficiaries served by International Medical Corps.
- Coordinate and maintain professional relationship with humanitarian actors in upper Nile and Jonglei state i.e. IOM, OCHA
- Performs any other duties as assigned by the supervisor.

Personnel Qualifications:

- University Degree in HR Administration or any other related field
- Higher Diploma I Human Resource or any related field will be given preferences



- Minimum of three (3) years' experience in Human Resources, experience working with non-profit organizations in an added advantage.
- Knowledge of office administration.
- Knowledge of human resource management and supervision.
- Ability to maintain a high level of accuracy in preparing and entering information
- Possess excellent communication skills in English and local language (writing, spelling, listening, speaking).
- Excellent interpersonal skills and team building skills.
- Strong analytical and problem-solving skills.
- Good IT skills including MS office, internet and email
- Stress management skills and time management skills.
- Must maintain strict confidentiality and must demonstrate sound work ethics performing the duties of the HR Officer.

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

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 nmonykuich@internationalmedicalcorps.org. Hand delivered applications should be submitted to Malakal IMC Office HUB.

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: 24th September' 2022

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

