

Approved by Director of Labour office/Malakal.



**INTERNATIONAL MEDICAL CORPS**

Headquarters: 1919 Santa Monica Blvd., Suite 400, Santa Monica, CA 90

## 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:	Field Site Manager #1
Country Program:	South Sudan
Location of Position:	Malakal -Upper Nile State
Position Opened for:	South Sudanese only (Internal/External)
Status	Relocatable
Desired Start Date:	1 <sup>st</sup> June' 2024
Advertised date	29 <sup>th</sup> April' 2024
Closing Date for Applications:	17 <sup>th</sup> May' 2024



### 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 Site Manager (FSM) will provide daily field-level operational and programmatic oversight and support to ensure optimal program delivery. The FSM will function as the primary public and professional representative of IMC in the Malakal

field site including other satellite office in Fashoda, Baliet, Payikang. The FSM will liaise with the CD, program director, field site coordinator, Program Coordinators, Program Managers, and operations team at the country level on all facets of project implementation and service delivery. Including logistics and supply procedures, security mechanisms and analysis, finance and budget management, monitoring and evaluation tools, and capacity-building and training. To this end, the FSM will also regularly liaise with country-level focal points across all domains (logistics, Human resource, finance, security, compliance, etc.). The FSM will embody core humanitarian principles and represent those principles in all aspects of he/her role.

### **Key Responsibilities and Accountabilities:**

#### **Internal coordination and program management:**

- Ensure program needs at the field site are met with adequate operational support through regular meetings with department heads such as the GBV Manager, Medical Coordinator, health coordinator, Deputy Finance Manager, Senior Human Resource/Admin Officer, Logistics Manager, etc.
- Lead the development and review of annual and quarterly field site work plans.
- Facilitate/hold weekly senior management and monthly program review meetings to review project progress and performance based on quarterly work plan/Procurement Plan
- Ensure staff training and capacity building is provided as necessary to meet the needs of implementing programs.
- Report to critical Juba-level program staff (Field Site coordinator, Programs Director, Program Managers/Coordinators, Logistics Director, and Finance Director, Country Security Manager etc.) through a bi-weekly field report and Monthly KPI reports.
- Oversee all program management functions, including planning, management, reporting, budgeting, and supervision.
- Ensure that all grants, regardless of their size and budgets, are given equal priority in terms of spending, accountability, and reporting.
- Ensure staff well-fare in the field is optimized by coordinating with the operations / Programs for implementations.

#### **Logistics management (with technical support from field logistics Manager)**

Ensure that IMC logistics procedures are implemented and respected.

- Ensure the logistic system is functioning well through regular review and updating of the procurement tracker, identifying bottlenecks, and providing timely solutions.
- Monitor and lead on spending and procurement planning of operational costs, including leading on the procurement of operational supplies.
- Participate in monthly pipeline and procurement review meetings with the relevant budget holder.
- Ensure warehouse spot checks are planned and conducted.
- Share reports for warehouse spot checks with budget holders and the logistics teams.



- Adhere to IMC's new procurement guidelines/policies and monitor procurement procedures.
- Ensure monthly reports from the site are shared with relevant budget holders and Juba-based logistics staff.

**Finance/HR/Admin management (with technical support from finance and admin office):**

- Ensure that IMC finance and HR procedures are implemented and respected)
- Submit the monthly forecasted cash requests based on activity needs every month before the 25<sup>th</sup>.
- Coordinate site budgets with finance/admin unit to ensure adequate support for program operations.
- Complete the field level budget monitoring tool and control budget expenses to prevent over and underspend.
- Ensure that the field finance/admin team receives training and technical support from roving finance/admin on accounting, cash management, salary payments, HR procedures, and other administrative issues.
- Review of daily cash transaction journal to ensure it is in line with program activities being implemented.
- Review of completed payroll and timesheets for accuracy, as required.
- Overall oversight and management of field site human resources include staff contracts, terminal benefits, field staff requisition review, submission, etc.

**Security management: with technical support from the security coordinator based in Juba, ensure that security procedures are implemented:**

- Submit the weekly security report and relocatable staff/site visitor list.
- Report any incident at the project site to the country office and promptly submit an online report through the Incident Management System.
- In coordination with the Security Manager, ensure necessary security measures are put in place to provide a site and staff safety in line with the security Standard Operating Procedures (SOP) and Security Risk Assessment (SRA).
- Develop and update a site-specific programmatic contingency plan.
- Provide security briefing for all new staff and site visitors and ensure they provide written acknowledgment of the briefing.
- Monitor security daily, including evaluations.
- Ensure external liaison with leading actors and develop a diversified information network.
- Validate all staff and logistics movements between bases.
- Liaise closely with Security Manager in Juba on issues related to security and movements.



## **Staff Management**

- Supervise department heads at the site level, such as the GBV Manager, Medical Coordinator, Finance, Human Resource/Admin, Logistics, etc., to ensure that work is done correctly and efficiently.
- Routinely monitor staff performance according to their job description and set objectives.
- Conduct evaluation and appraisal of staff through the IMC Performance Management System.

## **Coordination and Representation:**

- Responsible for IMC representation in the field site and general coordination (the technical expatriates liaise directly with the MoH and Ministry of Gender on technical matters, where appropriate).
- Develop and maintain effective working relationships with all stakeholders, including community leaders, NGOs, UN agencies, community-based organizations, and other IMC sectors to enhance cooperation and coordination.
- Ensure that information from coordination meetings is shared internally and with other sectors, as appropriate.
- Represent IMC in coordination mechanisms and meetings with other agencies, including the Ministry of Health, WHO, UN agencies, non-governmental organizations, or donors.
- Advocate with and advise peer agencies, local government, and other stakeholders to influence responses to promote inclusive and high-quality services.
- Act as primary liaison with the local authorities, as needed.
- 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.

## **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

## **Required Qualifications, Skills, Knowledge & Abilities**

- Bachelor's degree in health, Management, social science, and international development with MPH preferred.
- Three years of experience in field project management at sites in crisis areas.
- Excellent verbal and written communication skills
- Excellent diplomatic aptitude
- Willingness to work in a low-resource setting with potential security risks.
- Knowledge of IMC and its donor policies is preferred.



- Fluency in English
- Superb organizational skills
- Advanced multi-tasking skills
- Complete competence in all relevant software applications (MS Office suite)
- Extraordinary communication and language skills
- Donor liaisons
- Extraordinary/excellent leadership and negotiation skills
- An ability to manage complex organizational dynamics in highly volatile environments.
- Proven ability to solve problems that may involve life-threatening risks Budgetary management capacity.

## 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 No 555, block :3-K Ton-Piny North, 1st Class Residential Area, Juba, South Sudan, Or to IMC Malakal Office

**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:**  
17<sup>th</sup> May' 2024

**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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