



INTERNATIONAL MEDICAL CORPS

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Approved
A Inspector
[Signature]



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: | Field Site Manager |
| Country Program: | South Sudan |
| Location of Position: | Wau |
| Position Opened for: | South Sudanese only (Internal/External) |
| Desired Start Date: | ASAP |
| Advertised date | 16/November/2021 |
| Closing Date for Applications: | 03/December/2021 |

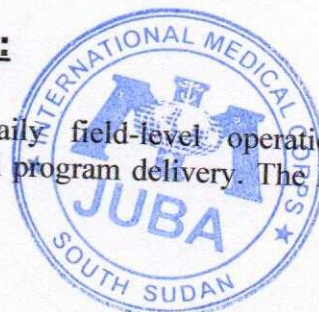
Organizational Background

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.

Essential Job duties / Scope of Work:

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 service area. The FSM will liaise with the CD, Program Coordinator, Coordinators, Program Managers and operations team at 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 (logs, HR, 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, Finance Office, Human Resource/Admin Officer, Logistics Officer, 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 key Juba-level program staff (Programs Coordinator, Program Manager/Coordinators, Logistics Director, and Finance Director etc.) through a weekly field report
- 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 officer)

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 relevant budget holder
- Ensure warehouse spot checks are planned and conducted



- Share reports for warehouse spot checks with budget holders and the logistics team
- 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 officer):

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 25th
- Coordinate site budgets with finance/admin unit to ensure adequate for support for program operations
- Complete the field level budget monitoring tool and control budget expenses to prevent over and under spending
- Ensure that 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 resource management such as staff contracts, terminal benefits, field staff requisition review and submission, etc.

Security management: with technical support from 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 that occurs at the project site to the country office and submit an online report through the Incident Management System in a timely manner.
- In coordination with the Security Manager, ensure necessary security measures are put in place to ensure 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 acknowledgement of the briefing.
- Monitor security daily, including evaluations.
- Ensure external liaison with main 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 Office, Human Resource/Admin Officer, Logistics Officer, etc., to ensure that work is done properly 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 and other UN agencies, nongovernmental organizations, or donors.
- Advocate with and/or advise peer agencies, local government, and other stakeholders to influence responses to promote delivery of 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 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.



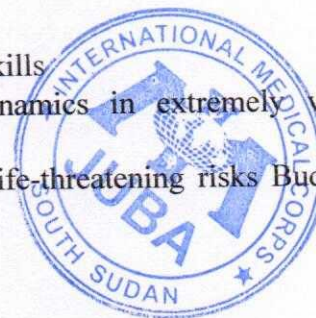
Ethical conduct for IMC staffs: The International Medical Corps maintains a code of standards of conduct that shall govern the performances of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration 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.

Working Relationships:

- Proactively engage with your supervisor, and key staff Program, Finance and HR/Admin on all matters to ensure that programmatic and project planning incorporates sufficient funding for procurement department requirements and assets.
- Proactively engage on a regular basis with Split based Logistics Desk Officer to ensure appropriate links and coordination support is secured.

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

- Bachelor's degree in medicine, Management, social science and international development with MPH preferred and strong surgical skills.
- Three years' 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's policies preferred.
- Fluency in English
- Fluency in MS Office suite applications
- Superb organizational skills
- Advanced multi-tasking skills
- Complete competence in all relevant software applications (MS Office suite)
- Extraordinary communication and language skills
- Donor liaisons
- Extra ordinary / excellent leadership and negotiation skills
- An ability to manage complex organizational dynamics in extremely 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, addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to SS-Recruiting@internationalmedicalcorps.org. Hand delivered applications should be submitted to Juba Head Office Plot # 1. Block C West, 3rd Class, Nimra Talata, Near Basketball Stadium, Juba Town, Central Equatoria OR IMC Wau 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:
03/~~December~~/2021

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

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

