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INTERNATIONAL MEDICAL CORPS

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

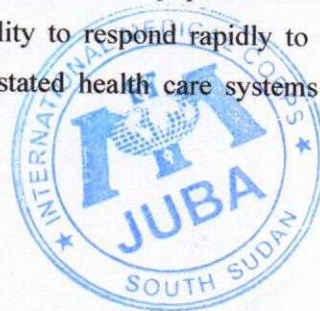
JOB VACANCY ADVERTISEMENT

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:	National Manager, Field Compliance
Country Program:	South Sudan
Location of Position:	Juba
Position Opened for:	South Sudanese only (Internal/External)
Desired Start Date:	1/May2022
Advertised date	25/March/2022
Closing Date for Applications:	13/April/2022
Duration of the Contract	1 year

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 Compliance Manager is a member of the Field Compliance Unit and is responsible for overseeing the country-level compliance officers and results of compliance reviews in the country of operation. Compliance Manager manages, provides technical oversight and trains the compliance officers to ensure that compliance work is performed in accordance with the Ethics & Compliance Charter, country work plans, International Medical Corps policies & procedures and Donors' regulations.

Compliance is an advisory function having an independent status within International Medical Corps. The Compliance Manager shall have dual reporting relationship; an administrative line to the Country Director and a technical line to the Regional Compliance Coordinator or Head of Field Compliance. The Compliance Manager will be appointed by the Country Director on the recommendation of the Regional Compliance Coordinator and/or Head of Field Compliance. The Regional Compliance Coordinator and/or Head of Field Compliance also participate in the Compliance Manager performance appraisal (from the technical aspect) and in decision-making process in case of potential disciplinary measures, including staff dismissal. The Compliance Manager shall have no executive or managerial powers, functions nor duties except those relating to the management of the compliance staff.

The Compliance Manager 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.

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


GENERAL DUTIES AND RESPONSIBILITIES:

Ethics and Compliance Department Overarching Responsibilities

- Promotes and encourages a culture of compliance throughout the organization
- Encourages transparency, communication, and teamwork related to the Ethics and Compliance Charter and its Department objectives.

Leadership & Management Oversight:

- Manages, provides technical oversight, and guides the country-level compliance staff under her/his supervision (compliance officers) who conduct compliance reviews in accordance with the agreed country work plan.
- Prepares country work plan, which determine scope, sample size, timing and frequency of compliance reviews in the country.
- Assists management to effectively identify, document and mitigate compliance risks associated with program and operations activities.

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- Reviews samples prepared by the compliance officers before compliance review starts.
 - Monitors staff's progress; performs quality check and approves work deliverables performed by the compliance officers as required by the country work plan.
 - Provides guidance and advice to compliance officers as necessary.
 - In absence of compliance officers, conducts compliance reviews in accordance with the country work plan.
 - Prepares and timely submits compliance reports with observations and recommendations for technical review to Regional Compliance Coordinator and/or Head of Field Compliance.
 - Timely issues monthly and quarterly reports to country management.
 - Ensures that progress made towards compliance recommendations and agreed actions plans is being regularly verified.
 - Provides advisory services to country management on improvements and engages with other departments to support improvements in internal controls.
 - Ensures that recordkeeping of compliance reviews kept on shared file is timely, accurate and complete.
 - Participates in recruitment process of the compliance officers.
 - Evaluates performance of the compliance officers.

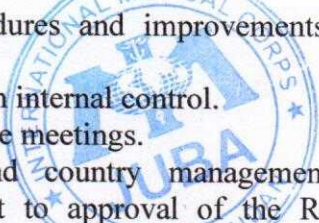
Communication:

- Proactively communicates results of compliance reviews and identified gaps with country management and supports corrective measures in real-time to avoid non-compliance.
- Prepares and provides necessary updates and reports on field compliance work as needed.
- Conducts regular meetings with compliance officers to discuss work plan, tasks, challenges and other matters as required.
- Maintains regular communication with key stakeholders at country and HQ level as required.

Capacity building and training:

- Provides on-the-job training and support to the compliance officers.
- Works with other relevant departments on developing and providing Fraud, Bribery, Conflicts of Interest and other trainings to International Medical Corps staff and partners.
- Researches available sources and remains up-to-date on relevant trends and activities in the global compliance profession within the NGO community.

Other responsibilities:

- Suggests changes to the policies and procedures and improvements to the systems.
 - Assists management with remedying any gaps in internal control.
 - Regularly participates in the regional compliance meetings.
 - Assists Compliance Investigations Unit and country management with investigations upon their request and subject to approval of the Regional
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- Compliance Coordinator and/or Head of Field Compliance.
- Conducts any other tasks assigned by Regional Compliance Coordinator and/or Head of Field Compliance with the aim of supporting or improving the operations of the Field Compliance Unit.



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.

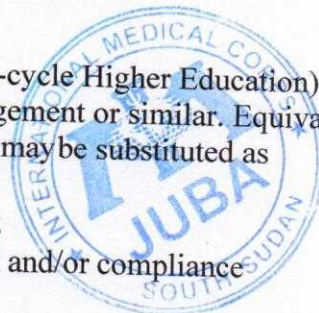
Ethical conduct for IMC staffs: The International Medical Corps maintains a code of standards of conduct that shall govern the performances of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration 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 Requirements (special training/experience required, provide 6-11 requirements): Minimum requirements are:

- Typically, a 4-year Bachelor's Degree (in a three-cycle Higher Education) in Business Administration, Accounting, Risk Management or similar. Equivalent combination of relevant education and experience may be substituted as appropriate;
- Master's degree in a relevant discipline preferred;
- Certification in auditing, grants management, risk and/or compliance management preferred;



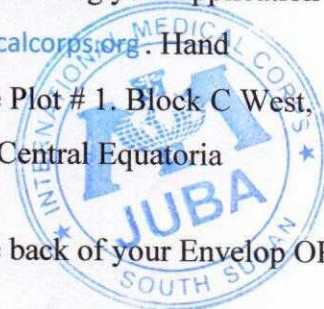
- 5+ years of relevant experience working in related field, with at least 2 years in humanitarian relief or equivalent experience;
- Experience in risk management, compliance and/or audit required
- Knowledge and working experience with USAID, EU, FDCO and other donors
- Knowledge of different types of instruments (grants, contracts, sub-awards etc.)
- Knowledge and experience with various business processes (such as Human Resources, Program Management, Financial Management, Supply Chain Management, Information Technology etc.);
- Strong communication including presentation skills
- Strong time management skills;
- Detail oriented, with a high degree of ethics, integrity, discretion and professionalism;
- Ability to handle sensitive matters on a confidential basis;
- Proven ability to gather, analyze and evaluate facts, define problems, draw valid conclusions and to prepare and present concise written reports in English;
- Problem-solving skills
- Proven ability to effectively lead and coordinate staff
- Ability to effectively train staff
- Fluency in English with a proven ability to express himself/herself well verbally and in writing; Knowledge of French or Arabic is preferred
- Ability to handle sensitive matters on a confidential basis
- Ability to establish and retain effective working relationships with other staff and to communicate clearly and effectively, both orally and in writing;
- Ability and willingness to travel to country program locations as needed, often at short notice.



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

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:
13/April/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

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.

