



INTERNATIONAL MEDICAL C

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:	Senior Human Resource Officer
Country Program:	South Sudan
Location of Position:	Juba
Position Opened for:	South Sudanese only (Internal/External)
Report To	Senior Manager HR & Admin
Desired Start Date:	16/May/2023
Advertised date	24/April/2023
Closing Date for Applications:	12/May/2023



Organizational Background

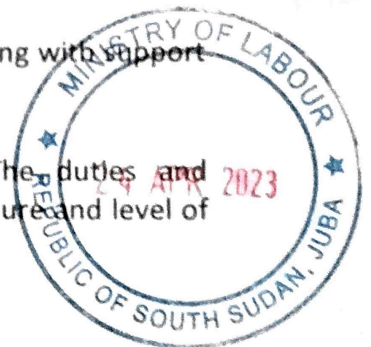
International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities 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:

- Develop and implement an effective onboarding process and ensure new staff is availed of the necessary tools, resources, and information to perform their jobs.



- Prepare presentation and deliver awareness raising session on e-visa, work permit, facilitate onboarding, to national and international staff.
- Responsible for processing work permits, visas, alien registration, etc. for all expatriate employees. Including the development of a tracking system for renewals.
- Ensure expat's personnel records and any additional records are kept in personnel files including copies of necessary immigration documents.
- Ensure that all staff records are captured timely and stored appropriately by working with the relevant HR personnel to develop systematic processes for the same and carrying out periodic reviews to ensure compliance.
- Communicate with field HR teams on the documentation and record-keeping gaps as per the audit outcomes, and work with the SHRM to ensure the identified gaps are addressed timely.
- Ensure that all staff contracts are processed and filed timely through close supervision of the relevant HR personnel
- Support the Head of HR in collecting all performance reviews and performance objectives of all staff, support in PDP analysis.
- Support Snr. HR Manager in arranging training and maintaining training database.
- Ensure that payroll is processed in a timely and accurate manner and in line with time sheets.
- Ensure that pay slips are served to staff in a timely manner.
- Support national staff to do their timesheets in the TE system and support and administer staff queries.
- Provide support in staff wellbeing initiatives b collaborating with support teams.
- Provide support to field sites for HR operations.
- Performs other duties as assigned by supervisor. The duties and responsibilities listed above are representative of the nature and level of work assigned and are not necessarily all-inclusive.

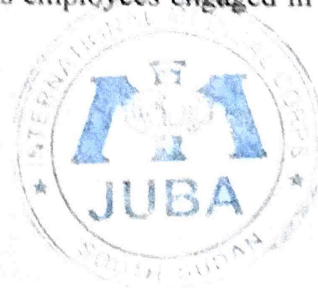


Prevention of Sexual Exploitation and Abuse

- 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.

Personnel Qualifications (special training/experience required) provide 6-11 requirements.

- Graduation degree or equivalent, preferably in Human Resource.
- 3 years of relevant experience.
- Strong computer skills Microsoft, Excel, word, power point etc.
- 2 years of relevant experience, working in humanitarian sector in handling HR functions.
- South Sudanese National
- NGO experience.
- Fluent in English (written and spoken) and Arabic (spoken)
- Can work independently and show initiative and ability to solve problems.
- Creative and able to work with limited resources.
- Willing to travel across South Sudan.
- Organizational skills, flexible, ability to work with multi-disciplinary and multi-cultural people.
- Open - minded to receive and share information, good communication skills, flexible and able to cope with stress.
- Technical expertise Competent in all of the clinical skills needed to provide good quality care for all patients attending the clinic.
- Ability to relate to and motivate local staff.



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**. Hand delivered applications should be submitted to Juba Head Office **Plot No 320 Block 3K, 2nd Class Residential areas, Pope Francis Road, Thongpiny Juba, Central Equatorial South Sudan**)

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:
16/May/2023.

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

Locals are encouraged to apply and priority will be given to them.

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

