

SD-H-3
Approved by Senior Inspector,
MOL/RSSTJ.
08/06/2022



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:	Human Resource Officer
Country Program:	South Sudan
Location of Position:	Juba
Position Opened for:	South Sudanese only (Internal/External)
Direct Supervisor	Human Resource Manager
Desired Start Date:	Asap
Advertised date	08/June/2022
Closing Date for Applications:	23/June/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 Summary

The Human Resource Officer works under the supervision of Senior Manager Human Resource and Admin and responsible for processing expatriate staff work permits, performance management, staff records including filing, on boarding process, market analysis of compensation and benefits and ongoing management of the staff medical insurance policy. S/he will also be in charge of the international staff files.

GENERAL DUTIES AND RESPONSIBILITIES:

- Responsible for processing work permits, visa, alien registration e.tc. for all expatriate employees. Including development of a tracking systems for renewals.
- Ensure expats personnel records and any additional records are kept in personnel files including copies of necessary immigration documents.
- Ensure that all staff records are captures 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.
- Develop and implement an effective onboarding process and ensuring new staff are availed the necessary tools, resources and information to perform on their jobs.
- Ensure that all staff contracts are processed and filed timely through close supervision of the relevant HR personnel
- Prepare presentation and deliver awareness raising session on e-visa, work permit, facilitate onboarding, to national and international staff.
- Support Head of HR in collecting all performance reviews and performance objectives of all staff, support in PDP analysis.
- 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 Requirements (special training/experience required, provide 6-11 requirements): Minimum requirements are:

- Graduation degree or equivalent, preferably in Human Resource.
- 3 years of relevant experience. working in humanitarian sector in handling HR functions.
- Strong computer skills Microsoft, Excel, word, power point etc.
- 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.
- South Sudanese National

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 # 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:
23/June/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

