



- Essential job duties / Scope of Work:**
- To ensure supervision of clinical activities at the hospitals covering the MOH standard package of comprehensive services; communicable disease, non-communicable disease, child health including EPI and RH.
 - To ensure clinical consultations, treatment, referral and follow up activities follow the Ministry of Health protocols.
 - Determine staffing needs and ensure appropriately qualified and experience staff are recruited / onboarded.
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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 Title:	Hospital Coordinator 1 position (Relocatable).
Country Program:	South Sudan
Location of Position:	Leer (1)
Position Opened for:	South Sudanese only (Internal/External)
Desired Start Date:	April 01, 2023
Advertised date	March 06, 2023
Closing Date for Applications:	March 20, 2023

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.

INTERNATIONAL MEDICAL CORPS
 Headquarters: 1981 M. Neilson Way, Berkeley, CA 94709 • Tel: (415) 876-7272 • Fax: (415) 876-5450
 Washington, DC Office: 1981 M. Neilson Way, Suite 200 • Tel: (202) 462-7272 • Fax: (202) 462-5450





Medical Director to ensure program activities and objectives are communicated

- Maintain frequent communication with Program Manager, Health-coordinator and Working Relationships

- Provide regular MOH Staff Coaching and mentoring.
- sustainability of programs.
- Train staffs to increase their responsibilities in order to build capacity and ensure
- Determine training needs medical staffs

Training/Capacity Building

- Be flexible to take other roles when required by the project Manager.
- **Other Roles**
 - and regulations.
 - Ensure the rosters of the health team is maintained with the respect of MOH rules and HR when required.
 - Ensure close collaboration with support services including logistic, administration systems in place to maintain patient confidentiality.
 - keeping with the standards and principles set out by MOH and IMC. And Ensure
 - Ensure all consultations with patients are in a dignified and appropriate manner in of care are adhered to.
- To supervise all clinical staff to monitor and ensure minimum standards of quality

Operations:

- Ensuring all relevant documentation is maintained securely.
- promotion activities.
- Assist in the provision of health education and to support outreach health
- Assisting to prepare appropriate stocks.
- are generating consumption data and drugs orders regularly.
- Support the drugs management system by ensuring all supported health facilities discussions, feedback, and action plans to relevant people.
- Organize and attend weekly and monthly Hospital meetings and share relevant assurance and continuous learning in place.
- To participate in clinical review meetings and clinical trainings to ensure quality
- Review and facilitate referrals of patients following agreed referral protocols .
- appropriate systems in place, working closely with CERHSP project team.
- resources, set up, adherence to MOH and IMC standards and protocols, Coordination with Hospital Medical director and Board of the hospital on staffing, vaccination campaigns as required.
- Oversight and supervise the EPI vaccinators and clinical staffs provide quality medical performance.
- and provide relevant training and associate with MOH to train staff for improved
- Identify ongoing training needs and capacity gaps of the medical teams, map assurance and continuous learning is in place.
- To participate in clinical review meetings and clinical trainings to ensure quality hospital.
- Provide on the job supportive supervision and training for all clinicians in the



Interested candidate (South Sudanese Nationals) who meet the above criteria, should submit their application (cover letter) indicating daytime contact numbers, copy of updated CV with referees, their telephone and email contacts, South

HOW TO APPLY

- Working both as an individual and as a team member.
- Extremely Flexible and have ability to cope with stressful and Harsh environment by
- Basic computer skills particularly Microsoft Office
- Good written and spoken English, local language
- Good planning and organizational skills
- Experience of managing teams
- community leaders
- Ability to communicate effectively with a variety of audiences including CHD and
- Strong negotiation, interpersonal and organization skills
- Proven capabilities in leadership required
- Strong writing and presentation skills.
- Skills and knowledge in program sustainability and capacity building, public-private partnerships and project monitoring and evaluation (both quantitative and qualitative methods)
- Must be able to take on non-medical responsibilities from time to time to cover for other team members
- Master in Public Health,



Desirable.

- Must have excellent self-motivation skills.
- Must have excellent communications skills, both oral and written.
- Previous NGO experience.
- A minimum of three to four years of experience Hospital Management, of which 1 to 2 years should be resource deprived environment and Experience in PEHSP Project.
- Medical degree/ with public Health background.

Personnel Requirements (special training/experience required): Minimum requirements are:

- Work with site Manager and Logistics staff to ensure the coordination of programs supplies are within budgeted targets
- Conducted weekly / monthly meeting with the health staff to identify the gaps, needs in order to ensure running of the activities.
- Ensures application and compliance of security protocols and policies
- **Prevention of Sexual Exploitation and Abuse**
- Actively promote PSA (Prevention of Sexual Exploitation and Abuse) standards within International Medical Corps and amongst beneficiaries served by International Medical Corps
- Other duties as assigned. The duties and responsibilities listed are representative of the nature and level of work assigned and are not necessarily all-inclusive.

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 RRC 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 is March 20, 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.

❖ Female candidates are encouraged to apply

❖ The positions are contingent upon availability of funding & donor approval

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



Approved by
DRC Director
~~Patricia~~