



## INTERNATIONAL MEDICAL CORPS

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### 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:	<b>Hospital Coordinator #1 positions (Relocatable)</b>
Country Program:	<b>South Sudan</b>
Location of Position:	<b>Koch (#1)</b>
Position Opened for:	<b>South Sudanese only (Internal/External)</b>
Desired Start Date:	<b>March 01, 2023</b>
Advertised date	<b>February 3, 2023</b>
Closing Date for Applications:	<b>February 18, 2023</b>

#### Organizational Background

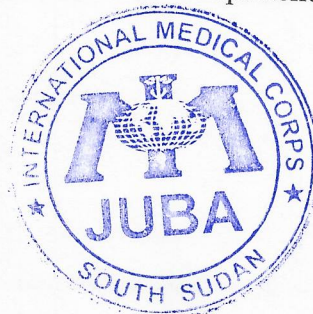
International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.

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:

##### Program Quality and Management.

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

#### **Operations:**

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

#### **Other Roles**

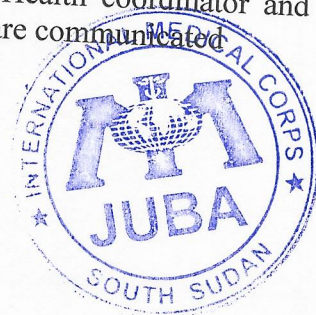
- Be flexible to take other roles when required by the project Manager.

#### **Training/ Capacity Building**

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

#### **Working Relationships**

- Maintain frequent communication with Program Manager, Health coordinator and Medical Director to ensure program activities and objectives are communicated



- 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 PSEA (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.

**Qualification and Experience.**

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

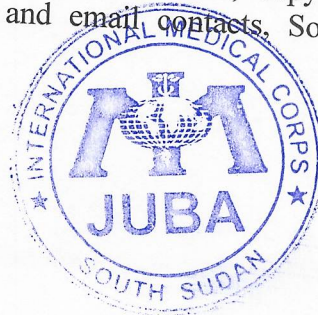
- Medical degree/ with public Health background.
- A minimum of three to four years of experience Hospital Management, of which 1 to 2 years should be resource deprived environment and Experience in PEHSP Project.
- Previous NGO experience.
- Must have excellent communications skills, both oral and written.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

**Desirable.**

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

**HOW TO APPLY**

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 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](mailto:SS-Recruiting@internationalmedicalcorps.org). Hand delivered applications should be submitted to RRC Office.

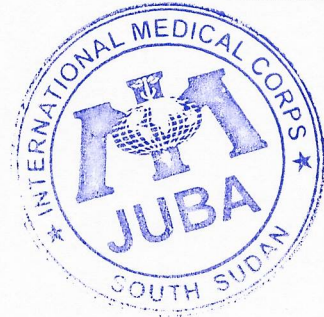
**Note:** Clearly indicate the position you are applying for on the back of your Envelop OR on subject line of your e-mail.

**Closing date for receiving application is February 06, 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](http://www.InternationalMedicalCorps.ethicspoint.com).  
Please do not submit your CV or application to this website, it will not be considered for review



I Approved by RRC Director.  
Koch County.

