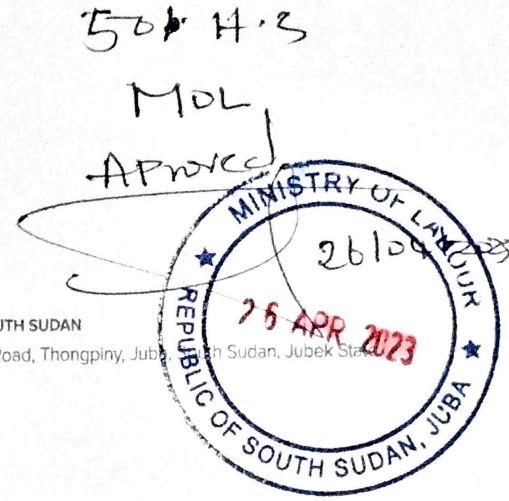




INTERNATIONAL MEDICAL CORPS - SOUTH SUDAN
Plot No 320 block 3K, Pope Francis Road, Thongpiny, Juba, South Sudan, JubeK Sta
Tel: +211 (0) 927000414
www.InternationalMedicalCorps.org



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:	Deputy Human Resource/Administration Manager (1 Post)
Country Program:	South Sudan
Location of Position:	Juba
Position Opened for:	South Sudanese only (Internal/External)
Desired Start Date:	May 20, 2023
Advertised date	April 26, 2023
Closing Date for Applications:	May 17, 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:

Onboarding

- Oversee the orientation and onboarding for all nationals; ensure that all the necessary administrative and procedural documents are signed and filed by the HR team.
- Ensure that all new staff to the program receive comprehensive and timely inductions; review the induction plan/process regularly to ensure it is relevant and up to date.
- Arrange and ensure all new joiners have completed MAST training within 2 weeks of their joining and work with field HR to replicate the same practice each month. Secure complete MAST training backups biweekly and upload them to the shared folder.

Recruitment

- Ensure standardization of the recruitment process by sharing tools and templates for the recruitment process and ensure they are understood and adopted by hiring managers, field HROs, and site managers.
- Ensure that selection processes: longlisting and shortlisting are done timely, and diversity and inclusion, as well as other HR and statutory guidelines, are adhered to.
- Oversees the recruitment and selection of field staff and ensures the right templates are used, interview reports generated references, and background checks are done for all new staff into IMC.
- Supervise the drafting of offers, Contracts, and other recruitment documents, proofread and check for supporting documents to ensure alignment with the FSRs, policy, and procedures.
- Develop and track gaps and challenges in the recruiting and hiring process, and work with the team to identify solutions to ensure continuous improvement in the program.

Admin:

- Ensure all certifications, agreements, and documentation is updated/ extended and approved in a timely manner and all compliance procedures are followed.
- Ensure all flights are booked promptly and IMC standard procedure is followed.
- Ensure the medical service provider is providing adequate services to staff and support the Head of HR to conduct market surveys.
- Ensure office premises is maintained properly and functionally.





- Verify all HR and Admin trackers and share with the Head of HR every week.
- Support in implementing the conflict-of-interest declaration and exercise.
- Manage documentation management of Admin functions and ensure digitalization is carried out regularly.

HR Components/ Roles

- File appropriate paperwork and update HR file cabinets so that files are appropriately updated.
- Attends and actively participates in coordination meetings which are relevant to Human Resource activities;
- Contribute as an effective team member by sharing information, supporting and assisting colleagues in a proactive manner to meet goals and deadlines

Team management

- Manage HR Officer(1) and Admin officer (1)
- Supervise, manage, and motivate the team, ensure there are clear work rosters, and admin services at both the Guest house and the Office are available at all times.
- Build the team capacity, especially on effective customer skills, and basic reporting, and provide coaching and guidance to ensure maximum efficiency
- 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

Performs other duties as assigned by supervisor

Prevention of Sexual Exploitation and Abuse

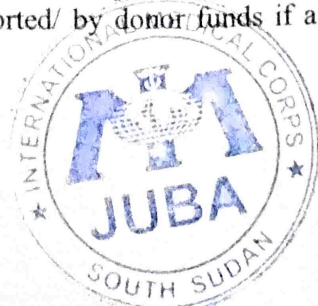
- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within IMC and amongst, vendors-suppliers and beneficiaries served by IMC.

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.

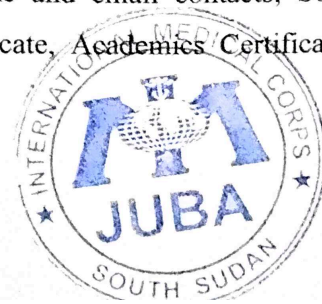
Personnel Qualifications (special training/experience required) Competencies & Requirements.

- Degree in Human Resources, Business Administration, or any related field from a recognized university.
- At least 3 years experience in Human Resources and Administration Management in the INGO sector.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- A good understanding of the South Sudan Labour Laws and related regulations.
- Good written and verbal communication skills.
- Highly resourceful team player, with the ability to also be extremely effective independently.
- Excellent interpersonal skills and team-building skills
- Analytical and problem-solving skills
- Decision-making skills
- Effective verbal and listening communications skills
- Attention to detail and high level of accuracy
- Effective organizational skills
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Proficiency in MS Office: Word, PowerPoint, Excel, Outlook, familiar with Payroll software an added advantage;
- Experience in effectively working in a multi-cultural setup.
- Ability to cope with stressful situations and work with limited resources.



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, Academic 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 at 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: May 17, 2023

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

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

