



INTERNATIONAL MEDICAL CORPS

Headquarters: 1919 Santa Monica Blvd., Suite 400, Santa Monica, CA 90404



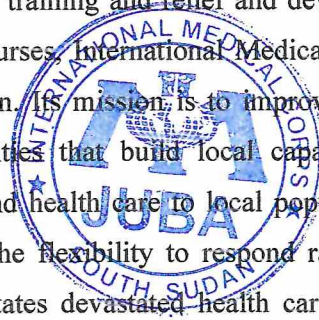
JOB VACANCY ADVERTISEMENT

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:	Field Site Manager (1 Position)
Country Program:	South Sudan
Location of Position:	Canal PIGI
Report To:	Program Director
Position Opened for:	South Sudanese only (Internal/External)
Desired Start Date:	ASAP
Advertised date:	6/October/2023
Closing Date for Applications:	25/October/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:

Job Summary:

The Field Site Manager (FSM) will provide daily field-level operational and programmatic oversight and support to ensure optimal program delivery. The FSM will function as the primary public and professional representative of IMC in the service area. The FSM will liaise with the CD, Program Director, Coordinators, Program Managers, and operations team at the country level on all facets of project implementation and service delivery. Including logistics and supply procedures, security mechanisms and analysis, finance and budget management, monitoring and evaluation tools, and capacity-building and training. To this end, the FSM will also regularly liaise with country-level focal points across all domains (logs, HR, finance, security, compliance, etc.). The FSM will embody core humanitarian principles and represent those principles in all aspects of his/her role.

Key Responsibilities and Accountabilities:

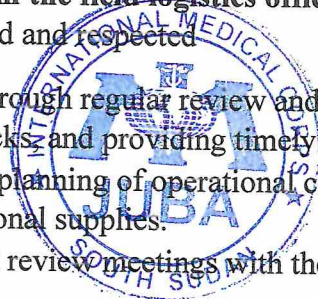
Internal coordination and program management:

- Ensure program needs at the field site are met with adequate operational support through regular meetings with department heads such as the GBV Manager, Medical Coordinator, health coordinator, Finance Office, Human Resource/Admin Officer, Logistics Officer, etc.
- Lead the development and review of annual and quarterly field site work plans.
- Facilitate/hold weekly senior management and monthly program review meetings to review project progress and performance based on quarterly work plan/Procurement Plan
- Ensure staff training and capacity building is provided as necessary to meet the needs of implementing programs.
- Oversee site-level operation and program management functions, including planning, management, reporting, budgeting, and supervision.
- Ensure that all grants, regardless of their size and budgets, are given equal priority in terms of spending, accountability, and reporting.
- Ensure staff well-fare in the field is optimized by coordinating with the operations / Programs for implementations.

Logistics management (with technical support from the field logistics officer)

Ensure that IMC logistics procedures are implemented and respected

- Ensure the logistic system is functioning well through regular review and updating of the procurement tracker, identifying bottlenecks, and providing timely solutions.
- Monitor and lead on spending and procurement planning of operational costs, including leading on the procurement of operational supplies.
- Participate in monthly pipeline and procurement review meetings with the relevant budget holder.
- Ensure warehouse spot checks are planned and conducted.



- Share reports for warehouse spot checks with budget holders and the logistics team.
- Adhere to IMC's new procurement guidelines/policies and monitor procurement procedures
- Ensure monthly reports from the site are shared with relevant budget holders and Juba-based logistics staff.

Finance/HR/Admin management (with technical support from finance and admin officer):

Ensure that IMC finance and HR procedures are implemented and respected)

- Submit the monthly forecasted cash requests based on activity needs every month before the 25th.
- Coordinate site budgets with the finance/admin unit to ensure adequate support for program operations.
- Complete the field-level budget monitoring tool and control budget expenses to prevent over and underspending.
- Ensure that the field finance/admin team receives training and technical support from roving finance/admin on accounting, cash management, salary payments, HR procedures, and other administrative issues.
- Review of daily cash transaction journal to ensure it is in line with program activities being implemented.
- Review of completed payroll and timesheets for accuracy, as required.
- Overall oversight and management of field site human resources including staff contracts, terminal benefits, field staff requisition review, submission, etc.



Security management: with technical support from the security coordinator based in Juba, ensure that security procedures are implemented:

- Submit the weekly security report and relocatable staff/site visitor list.
- Report any incident at the project site to the country office and promptly submit an online report through the Incident Management System.
- In coordination with the Security Manager, ensure necessary security measures are put in place to provide site and staff safety in line with the security Standard Operating Procedures (SOP) and Security Risk Assessment (SRA).
- Develop and update a site-specific programmatic contingency plan.
- Provide security briefing for all new staff and site visitors and ensure they provide written acknowledgment of the briefing.
- Monitor security daily, including evaluations.
- Ensure external liaison with leading actors and develop a diversified information network.
- Validate all staff and logistics movements between bases.
- Liaise closely with the Security Manager in Juba on issues related to security and movements.



Staff Management

- Supervise department heads at the site level, such as the GBV Manager, Medical Coordinator, Finance Office, Human Resource/Admin Officer, Logistics Officer, etc., to ensure that work is done correctly and efficiently.
- Routinely monitor staff performance according to their job description and set objectives.
- Conduct evaluation and appraisal of staff through the IMC Performance Management System.

Coordination and Representation:

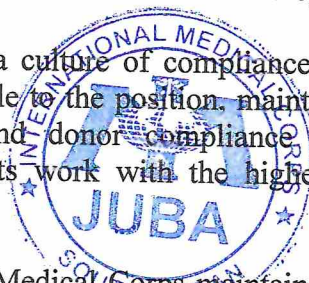
- Responsible for IMC representation in the field site and general coordination (the technical expatriates liaise directly with the MoH and Ministry of Gender on technical matters, where appropriate).
- Develop and maintain effective working relationships with all stakeholders, including community leaders, NGOs, UN agencies, community-based organizations, and other IMC sectors to enhance cooperation and coordination.
- Ensure that information from coordination meetings is shared internally and with other sectors, as appropriate.
- Represent IMC in coordination mechanisms and meetings with other agencies, including the Ministry of Health, WHO, UN agencies, non-governmental organizations, or donors.
- Advocate with and advise peer agencies, local government, and other stakeholders to influence responses to promote inclusive and high-quality services.
- Act as primary liaison with the local authorities, as needed.
- Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and 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.

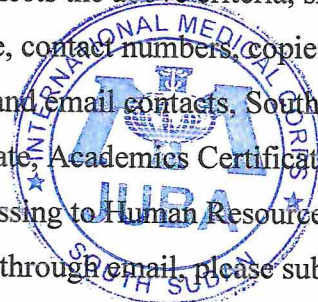
Personnel Qualifications (special training/experience required)

- Bachelor's degree in health, Management, social science, and international development with MPH preferred.
- **Three years** of minimum experience in field site management at sites in crisis areas.
- Excellent verbal and written communication skills
- Excellent diplomatic aptitude
- Willingness to work in a low-resource setting with potential security risks.
- Knowledge of IMC and its donor policies is preferred.
- Fluency in English
- Superb organizational skills
- Advanced multi-tasking skills
- Complete competence in all relevant software applications (MS Office suite)
- Extraordinary communication and language skills
- Donor liaisons
- Extraordinary/excellent leadership and negotiation skills
- An ability to manage complex organizational dynamics in highly volatile environments
- Proven ability to solve problems that may involve life-threatening risks Budgetary management capacity



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 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:
25/October/2023**

**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*

