



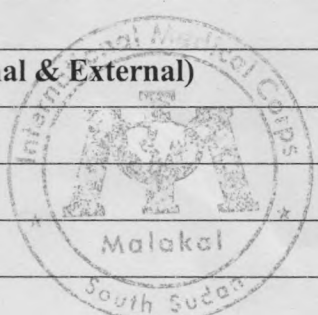
## INTERNATIONAL MEDICAL CORPS

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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:	Primary Health Care Coordinator #1
Country Program:	South Sudan
Location of Position:	Alam/Pigi
Position Opened for:	South Sudanese only (Internal & External)
Report To	Program Manager
Desired Start Date:	ASAP
Advertised date	13 <sup>th</sup> November' 2023
Closing Date for Applications:	24 <sup>th</sup> November' 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



APPROVE  
By Alam Payam  
Administrators  
Jamesi Kong Wieu



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:**

- Manage day to day activities at the static and outreach sites.
- Conduct effective joint/individual targeted supportive supervision visit to IMC supported health facilities monthly and share an exclusive report per visit with clear timed improvement plan.
- Develop the staff capacity according to the gaps identified during routine supportive supervision. PHC Coordinator is encouraged to conduct on job training and one on one classroom trainings for the team members.
- Ensure regular stock reviews and adequate drugs and medical supplies to avoid stock outs in coordination with relevant medical and logistic personal.
- Ensure rational use of drugs in all the health facilities and rights tock monitoring with well updated bin cards.
- Prepare detailed work plan and budget plan for the primary health care program and ensure that planned activities are implemented according to the work plan within the planned budget with good quality as per the national guidelines and IMC standard.
- Conduct regular visits at the community level to monitor community activities (BHI, EPI outreaches etc.), gather feedback from beneficiaries, partners and critically analyze the content evolving humanitarian needs.
- Liaise and coordinate with BHI Team to actively conduct community disease surveillance in your areas of operation and timely report suspected outbreak of notifiable diseases or abnormal increase in morbidity.
- Ensure vaccination and catch-up campaigns are carried out in the outreach sites in Alam, Canal, Khorfulus and Ngong outreach sites.



- Demonstrate universal Infection Prevention and Control Practices in the working paces by adhering to strict measures of IPC described in SOPS.
- Make sure the Cold Chain and Cold Box is maintained properly and there is no stock out of vaccines and consumables.
- Strengthen health delivery system to improve disease prevention and control, immunization, Antenatal Care and Family Planning services in targeted areas.
- Coordinate and undertake the health baseline survey and facility audit assessments.
- Develop, implement, and evaluate quality assurance measures and ensure appropriate follow-up.
- Support M & E, Reproductive Health and PHC Team to establish reporting systems and data flow mechanisms and ensure proper functioning of the systems for regular assessment, monitoring, and evaluation of the program against the objectives and expected results.
- Conduct monthly data verification of all MEAL information related to health activities within area of operation.
- Represent International Medical Corps in health-related meetings with other international agencies, local leaders, and government bodies.
- Any other task given by the supervisor to strengthen the program.
- Regularly conduct meetings with the staff on program and report to Medical Coordinator.
- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within International Medical Corps and amongst beneficiaries served by International Medical Corps.

**The Primary Health Care Coordinator is also expected:**

- To promote services while showing respect to client's rights, privacy, and dignity.
- To ensure confidentiality and respect in line formed choice.
- To maintain a positive working relationship with clients, colleagues and community and embrace professionalism, teamwork, integrity, and medical work ethics.



## **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)**

- MD/MBBS/Degree from a recognized Medical Institution.
- Must have more than 2-3 years of experience in managing primary health care services with International Humanitarian NGO is a plus.
- High computer literacy level with expected proficiency in word, excel, PDF and internet.
- Ability to work independently in extreme high-risk environment with no internet or telephone communication and able to take



multi-task including strong facilitation skills in an ever changing and extreme environment.

- Extreme flexible and could cope with stressful situations and frustrations.
- A south Sudanese national with excellent written and spoken English and Arabic Language skills.

## 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](mailto:SS-Recruiting@internationalmedicalcorps.org). Hand delivered applications should be submitted to Juba Head Office Plot No 555, block :3-K Tong-Piny North, 1st Class Residential Area, Juba, South Sudan, Or to IMC Malakal 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:  
24<sup>th</sup> November' 2023**

**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.**

