



# INTERNATIONAL MEDICAL C

Headquarters: 1919 Santa Monica Blvd., Suite 400, Santa Monica, CA 90

## 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>Administrative Assistant (1 Position)</b>
Country Program:	<b>South Sudan</b>
Location of Position:	<b>Juba</b>
Position Opened for:	<b>South Sudanese only (Internal/External)</b>
Desired Start Date:	<b>February 01, 2023</b>
Advertised date	<b>January 04, 2023</b>
Closing Date for Applications:	<b>January 18, 2023</b>

50.H3



### 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:

- Provides effective guidance to staff and visitors regarding travel policies and procedures, UNHAS guidelines etc. and answers employee questions in a timely manner; Timely bookings of UNHAS flights for staff and visitors as per the UNHAS and IMC guidelines.





- Manage the guest house access; ensure that all rooms have keys and access cards including follow up on lock replacements etc.
- Send out weekly Room Allocation Table to all IMC Staff living and transiting in the staff houses and hotels.
- Maintain a Hotel Booking filing system with approved Hotel Booking Request Form.
- Provide the correct paperwork to Finance for Hotel accommodation monthly payments.
- Provide timely support for hotel bookings within South Sudan as needed.
- In coordination with the HRM ensure proper arrangements are made with preferred hotels for accommodation in case of overflow at the IMC guest house.
- Office management
- Plan and coordinate administrative procedures and systems and devise ways to streamline processes
- Provides communication systems by identifying needs; evaluating options; maintaining equipment; approving invoices and processing payments for services rendered.
- Manage lease and house rent contract, office issues, and maintenance & general (necessary) repair.
- Coordinate telephone services for staff and ensure provision of airtime and phones to staff is done timely and efficiently.
- Ensure availability of office supplies by making monthly projections, preparing of PRs for office supplies (sugar, tea, stationeries etc.)
- Supervise weekdays developing rosters and plans to ensure efficient and timely cleaning of the office and the guest house.
- Responsible for confirming conference hall bookings and ensure the room is set up for meetings.
- Assess the current condition of electrical, air conditioning, plumbing and other essential facilities and equipment and ensure they are fully maintained and functioning.

#### **Team management**

- Supervise, manage, and motivate the admin team, ensure there are clear work rosters and admin services at both the Guest house and the Office are available at all times.
- Supervise service providers on site such as Catering, Facilities and maintenance team and ensure full implementation of the agreement and value for money for IMC.
- Build the team capacity especially on effective customer skills, 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 not necessarily all inclusive

#### **Medical Insurance for National Staff and International**

- Following up on the medical insurance related issues such as staff Reimbursement, printing of newly employed staff cards, following up on field referrals to Juba for further medical treatments, working on invoice received.

#### **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
- 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
- Code of Conduct
- It is our shared responsibility and obligation to prevent matters involving Sexual Exploitation &
- Abuse, trafficking in Persons, Child Safeguarding, and any suggested violation to our Code of Conduct, which may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear or are made aware of any suggested activities then you have an obligation to report.

#### **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.

**Working Relationships:**

- Proactively engage with your supervisor, and key staff Program, Finance and HR/Admin on all matters to ensure that programmatic and project planning incorporates sufficient funding for procurement department requirements and assets.
- Proactively engage on a regular basis with Split based Logistics Desk Officer to ensure appropriate links and coordination support is secured.

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

- Degree/ Diploma in Business Administration/ Management or a relevant field.
- 1- 2 years of experience managing large scale administrative functions in an INGO/NGO.
- Experience in the UNHAS flight system an added advantage.
- Computer literacy with expected proficiency in Microsoft Office: Word, Excel, Outlook etc
- Ability to work independently, take personal initiative, and multi-task including strong coordination skills in an ever changing, dynamic environment
- Excellent written and spoken English language skills
- Strong administrative and organizational skills
- Ability to coach others and work in a team environment
- 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
- The capacity and willingness to be extremely flexible and accommodating in difficult and frustrating working circumstances is required.



**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 in Juba Nabari West Quarter Council, Juba Block, Central Equatoria

**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: January 18, 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](http://www.InternationalMedicalCorps.ethicspoint.com). Please do not submit your CV or application to this website, it will not be considered for review*

