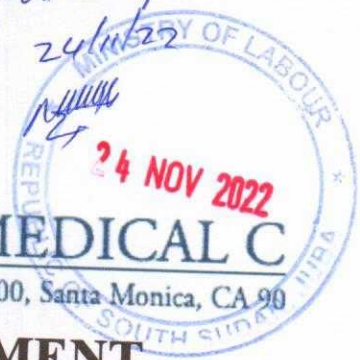


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Approved by
mol 24/11/22



INTERNATIONAL MEDICAL CORPS

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

JOB VACANCY ADVERTISEMENT

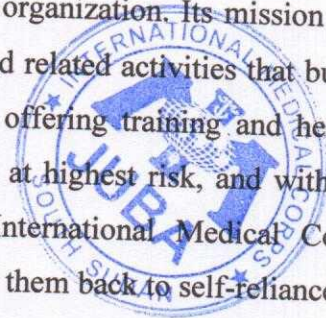
International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document

Job Title:	Field Site Program Manager
Country Program:	South Sudan
Location of Position:	Juba Three (IDP Camp)
Position Opened for:	South Sudanese only (Internal/External)
Direct Supervisor To:	Program Director
Desired Start Date:	1/Jan/2023
Advertised date:	24/Nov/2022
Closing Date for Applications:	13/Dec/2022

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:

- Reporting to Programs Director, the Field Site Programs Manager, will provide leadership and ensure that projects are implemented with quality, and timely in Juba IDPs camp.
- Ensure internal and external coordination with IMC departments, and partners, and donors.
- Provide management to the site operation functions (Human Resources, Logistics, and Finance)
- Ensure the safety of staff, and IMC assets of the sites through close coordination with the safety and security manager.
- Manage field sites staff for high performance, including the staff performance.
- Ensure that the sites reports are timely completed up to the maximum standard and ensure timely submission to meet the deadlines.
- Ensuring that IMC is represented in all the coordination forums including at the donors' meeting.

Prevention of Sexual Exploitation and Abuse

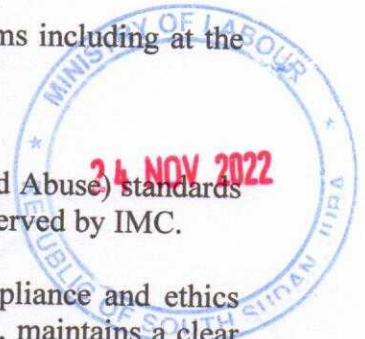
- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within IMC and amongst, vendors-suppliers and beneficiaries served by IMC.

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.



Personnel Qualifications (special training/experience required) provide 6-7 requirements

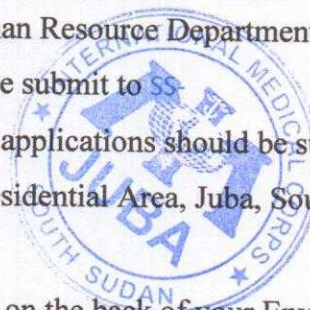
- Bachelors' degree in Business Administration, Social Work, or any other discipline with over 3 years work experience of site programs management.
- Medical qualification is an added advantage.
- Excellent verbal and written communication skills
- Excellent diplomatic aptitude
- Willingness to work in a low-resource setting with potential security risks.
- Knowledge of IMC and its donor's policies preferred.
- Fluency in English
- Fluency in MS Office suite applications
- Superb organizational skills
- Advanced multi-tasking skills
- Complete competence in all relevant software applications (MS Office suite)
- Extraordinary communication and language skills
- Donor liaisons
- Extra ordinary / excellent leadership and negotiation skills
- An ability to manage complex organizational dynamics in extremely 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, 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 Recruiting@internationalmedicalcorps.org. Hand delivered applications should be submitted to Plot No 555, block :3-K Ton-Piny North, 1st Class Residential Area, Juba, 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:
13/Dec/2022**

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**

