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Approved by
MOLRS
19/4/2021

MINISTRY OF LABOUR
REPUBLIC OF SOUTH SUDAN JUBA
19 APR 2021

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:	**Medical Doctor Surgeon (02)**
Country Program:	**South Sudan**
Location of Position:	**Malakal and Kurwai .**
Position Opened for:	**South Sudanese only (Internal/External)**
Desired Start Date:	
Advertised date	**19/April/2021**
Closing Date for Applications:	**07/May/2021**

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.

Summary of the Duties and Responsibilities

- The filed based Program Manager is responsible for supporting the implementation of filed BHA program activities, supervising of staff, ensuring correct use of program resources, and administration of overall program.
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INTERNATIONAL MEDICAL CORPS
JUBA
SOUTH SUDAN

- Malakal and Kurway site PMs will report to Malakal site manager and works closely with the Juba country office Program and support staff, Field base Juba POC program manager will report to BHA and UNFPA country Program Manger

MAIN RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential function

1. Program Management

- Work closely with the POC management, POC staff and with Program manager to determine the operational needs of the program within the scope of BHA project.
- Analyze data and information gathered and shared by M and E and use for decision making for program improvement.
- Ensure data quality jointly with M and E officer and timely report PMT
- Prepare and share project drugs, supplies and commodities distribution plan to logistic team and conduct spot check regularly
- Support project program team on implementation
- Implement and maintain prescribed reporting system to monitor and evaluate the objectives, indicators and outcomes of the assigned project.
- Complete project weekly, monthly, biannual, and final reports, and ensuring PMT, Activity Tracking Toll (ATT), are correct and reported on time
- Contribute to the development of new proposals jointly with M and E officer by providing important information.
  Complete and share weekly/monthly site reporting by providing regular updates to program manager/site manger about the progress of assigned project.

- Liaise closely with local authorities, and partner organizations/agencies to ensure program smooth program implementation
- Maintain flexibility to take on added responsibility as and when needed

2. Representation

- Attend relevant coordination meetings at the field and provide updates from these meetings to the Field Site Managers and Country Office.
- Represent the organization at task force meetings, assessment missions, camp coordination meetings, UN coordination meetings, INGO coordination meetings as appropriate
- Contribute to the creation of a positive image and overall credibility of the organization, notably through the application of the organizations Code of Conduct, ethics, values and stand-point with regard to internal and external actors

3. Human Resources Management

- Supervise staff to ensure their smooth and effective operations

MINISTRY OF LABOUR
19 APR 2021
REPUBLIC OF SOUTH SUDAN

INTERNATIONAL MEDICAL CORPS
JUBA
SOUTH SUDAN

- Assist in the selection and training of qualified program staff and recommend promotions, disciplinary action and termination of staff in consultation with the Field Site Manager and Country office Program Manager, Deputy Country Director Programs and Deputy Country Director Operations.
- Ensure compliance to local labor laws including working hours
- Maintain open lines of communications with all field staff

4. Training/ Capacity Building

- Determine training needs for subordinate staff
- Train staff to increase their responsibilities in order to build capacity and ensure sustainability of programs
- Advocate and plan for professional development for all subordinate staff

5. Working Relationships

- Maintain frequent communication with the Field Site Managers, field based program managers and Deputy Country Director Programs to ensure program activities and objectives are communicated
- Work closely with Logistics officer to ensure the coordination of programs supplies distributed timely
- Work closely with Country office Program Manager and Finance officer to ensure the pipelines feedback provided timely

6. Security

- Ensures application and compliance of security protocols and policies

7. Prevention of Sexual Exploitation and Abuse

- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within International Medical Corps and amongst beneficiaries served by International Medical Corps.

8. Other duties as assigned.

- The duties and responsibilities listed are representative of the nature and level of work assigned and are not necessarily all inclusive.
- **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. Communicates these values to staff and to partners and requires them to adhere to these values.

KEY WORKING RELATIONSHIPS:

Position Reports to: At Malakal to site manager and at Juba POC to Country office BHA & UNFPA program Manger

Other Internal contacts: DCD for programs, DCD for Operation, finance and logistic staff and other program managers.

REPUBLIC OF SOUTH SUDAN JUBA
19 APR 2021

INTERNATIONAL MEDICAL CORPS
JUBA
SOUTH SUDAN

Other external contacts: Relevant other stakeholders.

JOB REQUIREMENTS:

- BA degree in Public Health, International Development and/or in a relevant field of study
- 3+ years of relevant and progressive NGO project and personnel management experience in humanitarian or development contexts, including a minimum of 2 years of international work experience in an operations management role
- Experience in project management in the humanitarian sector
- Profound cross-cultural awareness and insight into health care issues
- Ability to exercise sound judgment and make decisions independently
- Extremely flexible, and have the ability to cope with stressful situations and frustrations
- Ability to work collaboratively with donor agencies, international organizations, and other foreign and domestic government officials and partners.
- Creativity and the ability to work with limited resources
- Excellent decision-making skills

Preferred

- Team player and strong communication skills, both oral and written
  Proficient in computer applications, especially with MS Word and MS Excel, MS PowerPoint.

OTHER COMMENTS: International Medical Corps is a 'first-responder' both to natural, men-made and complex disasters having its mandate of working in remote locations. The organization has a comprehensive security management policy and plan in place and committed to do everything possible within its remit to ensure safety and security of its personnel. Notwithstanding, the mandate and programming choices of International Medical Corps require staff with high degree of resilience, decisive quality and ability to move fast. All need to work under precarious conditions involving stress and at times living and working with basic amenities.

Prevention of Sexual Exploitation and Abuse

Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within International Medical Corps and amongst beneficiaries served by International Medical Corps

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.

MINISTRY
19 APR 2021
REPUBLIC OF SOUTH
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INTERNATIONAL MEDICAL CORPS
JUBA
SOUTH SUDAN

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.

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, 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 Plot # 1. Block C West, 3rd Class, Nimra Talata, Near Basketball Stadium, Juba Town, 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: 07/May/2021
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

MINISTRY OF LABOUR
19 APR 2021
REPUBLIC OF SOUTH SUDAN, JUBA

INTERNATIONAL MEDICAL CORPS
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SOUTH SUDAN