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Approved
20/09/23



INTERNATIONAL MEDICAL CORPS

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

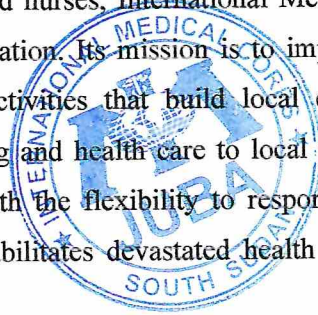
JOB VACANCY ADVERTISEMENT

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:	Field Site Coordinator (1 Position)
Country Program:	South Sudan
Location of Position:	Juba
Report To:	Program Director
Position Opened for:	South Sudanese only (Internal/External)
Desired Start Date:	ASAP
Advertised date:	20/September/2023
Closing Date for Applications:	09/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:

Program Management

- Work closely with the Program Director and field teams to determine the operational needs of the program within the scope of the grant.
- Lead the operation and program team in the adherence to the work plan and accomplishment of the targets and determination of factors affecting program implementation as well as planning and execution of action to mitigate the negative impact.
- Contribute to the development of the area program through participation in and facilitation of assessments, visits, and evaluations
- Ensure that a high standard is maintained in all proposals, reports and other material submitted to donors.
- Liaise closely with local authorities, donor, and partner agencies to ensure program compliance with donor policies and regulations and complementary with other agencies' efforts.
- Monitor programming in collaboration with technical departments leads to assure timely and efficient implementation in accordance with humanitarian principles, IMC rules and regulations and donor requirements in the area.
- Coordinate at field level between sector specific program managers and technical team to ensure maximum impact of programs
- Maintain site-specific program management tools, namely but not restricted to work plans, procurement plans, HR plans and pipelines in consultation with relevant managers at field level
- Coordinates with the programs' teams in monitoring site-specific accomplishments against targets developed tools
- Follow up with site level program implementation as per donor commitments – accountable for program deliverables
- Work closely with the UNICEF Country Program Manager and field teams to determine the operational needs of the program within the scope of the grant, Analyze data gathered and propose alternative strategies of program implementation



- Compile monthly and quarterly reports, ensuring statistics are correct and on time
- Ensure all facilities in the field are well maintained and equipped
- Play a leadership role at field site level and foster a positive working environment
- Identify program development opportunities and contribute to the design of new program concepts and support of Country program development.
- Coordinates with the MEAL team in monitoring site-specific accomplishments against targets
- Emergency funding – with the team, identify funding opportunities and contribute to the design of new program concepts and support of International Medical Corps emergency program development
- Flags to grants, relevant technical leads and SMT concerns which may negatively affect program implementation and present proposed solutions after consultation with field team
- Maintain flexibility to take on added responsibility as and when needed.

2. Budget Management.

- Program budget management at site level – decides on budget allocations in consultation with site program focal points, guided by the technical leads.
- Together with the field coordinator and finance manager ensure that field site is within budget limits and projected spending.

3. Representation

- Along with the Field based staff and Country management team, facilitate successful donor visits and internal monitoring visits and assessments
- Attend coordination meetings which are relevant to field Operation and field country programs
- 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
- Represent IMC and liaise with local and national authorities, UN, NGO, and donor agencies to promote IMC programs, facilitate successful coordination of activities, and ensure transparency
- Ensure positive interaction and good relations with partners in the region.

4. Human Resources Management

- Directly support and supervise Field site, program, and operational focal points at field site level.
- Contribute to the knowledge increase of staff; facilitate training and knowledge exchange.
- provide direct support and supervision to the field sites' HR, ensuring Recruitment staff orientation, payroll preparation, train and supervise national staff as necessary.
- Ensure all staff in the field site know and understand IMC's global and in-country HR policies and standards for professional conduct.
- Document and address breaches of policy and disciplinary issues in coordination with the Senior HR & Admin Manager.
- Maintain open lines of communications with all field sites staff
- Ensure mutual support within the team and contribute to teambuilding
- Agree goals and objectives with key staff and assess monthly progress against outputs.

5. Training/ Capacity Building.

- Determine training needs for subordinate staff
- Train national 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



6. Working Relationships

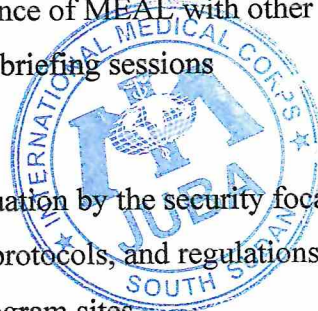
- Along with the Field site Manager and Country management team, facilitate successful donor visits and internal monitoring visits and assessments.
- Maintain frequent communication with the Country Program director to ensure program activities and objectives are communicated.
- Work with Logistics staff to ensure the coordination of program supplies is within budgeted targets.
- Ensure maximum visibility of the IMC amongst the NGO community in the mission.

7. Monitoring, Evaluation, Accountability and Learning

- Overall responsibility for ensuring the field site's commitments towards donors and IMC's requirements on Monitoring, Evaluation, Accountability, and Learning (MEAL) requirements.
- Integrate MEAL into site strategies, frameworks, policies, and plans for the field site.
- Include MEAL-related roles and responsibilities to all staff who are working in the field site and responsible for program management and implementation.
- Direct site-level management to adequately budget for MEAL activities across all grants.
- Ensures country-level Community-Based Feedback and Response Mechanism (CBFRM) is functioning, and adequately resourced.
- Ensures all highly sensitive complaints and feedback from the CBFRM are addressed and closed appropriately.
- Raises profile/awareness and importance of MEAL with other senior management members through routine review and briefing sessions

8. Security

- Ensure monitoring of the security situation by the security focal point and ensure implementation of security policies, protocols, and regulations.
- Oversee security management for program sites.
- Manage staff activities and movements.



- Ensures the application and compliance of security protocols and policies.



9. 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.

Prevention of Sexual Exploitation and Abuse

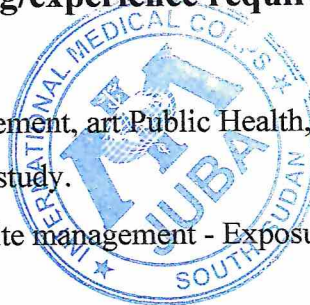
- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within IMC and amongst vendors-suppliers and beneficiaries served by IMC.

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) requirements

- Master's degree in social sciences, management, art Public Health, international development, and/or in a relevant field of study.
- Five to Seven years' experience in Field site management - Exposure to supervisory experience
- Familiarity with International humanitarian operations, coordination structures, and the mandates of donors, UN agencies, and other NGOs



- Ability to exercise sound judgment and make decisions with limited supervision.
- Creative and able to work with limited resources.
- Ability to effectively present information and respond appropriately to questions from senior managers in the field and HQ, counterparts, senior government and rebel leaders and other related regional players
- Team player and strong communication skills, both oral and written
Proficient in computer applications, especially with MS Word and MS Excel, MS PowerPoint a plus
- Ability to read, write, analyze, and interpret, technical and non-technical in the English language.

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:
09/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

