



INTERNATIONAL MEDICAL CORPS

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Approved by
MCI
22/04/2021
N. H. H.

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:	Human Resource Officer (01)
Country Program:	South Sudan
Location of Position:	Pigi Office - South Sudan.
Position Opened for:	South Sudanese only (Internal/External)
Desired Start Date:	
Advertised date	22/April/2021
Closing Date for Applications:	13/April/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.

JOB REQUIREMENTS

Required Skills, Knowledge & Abilities

- Provides effective guidance to staff regarding policies and procedures, answers employee questions in a timely manner;



- Employee Relations managing absence, disciplinarians, grievances, sickness etc. Measure employee satisfaction and identify areas that require improvement
- Manages and coordinating HR Assistants in the development, identification and placement of qualified applicants; Supervises the oversight of recruitment files and tracking report;
- Develops a tracking system for PIGI that will track the information on staffs' contract start date, end date, performance evaluations, merit processing, and ensures that this information is communicated and updated by the appropriate managers;
- To provide the highest levels of support and information to managers, local Authority in supporting the recruitment process, including specific information on advertising, pre-selection tools, techniques and recruitment timescales
- Provides consistent and accurate information to field managers regarding employee contract information such as salary and contract dates;
- Collects all appropriate employment forms for new hires;
- Under the supervision of the HR Manager, processes all employee contracts, extensions & Time sheet amendments which include: drafting of contracts, extensions & Time sheets following up for appropriate signatures;
- Trains Human Resources staff to increase their responsibilities to raise capacity and grow institutional memory;
- Under supervision of Team Leader, prepares payroll information including Overtime for national staff;
- Liaises with appropriate departments in solving day –to day conflict among employees.
- Ability to create for good working relationship between employees and Departmental Heads for smooth running of programs.
- Maintain good relations between the IMC and RRC /ROSS Officials.
- Keeps record of leave taken and accrued;
- Communicates with appropriate managers to obtain documents for terminal benefits, reviews the same and communicates on terminal benefits with Finance department to ensure employees are paid in timely manner;
- 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;
- Helps with organizing of different training and activities in regards to staff capacity building;
- Prepare monthly payroll information and Ask employee to prepare their Timesheet for payroll preparation on time
- Manage all the recruitment process i.e. identification of gap, labour approval, advertisement, selection and posting including orientation for the new recruits at the field level.
- Organize different training and activities in regards to staff capacity building.
- Guide the Organization at field level on South Sudan Labour Policies and procedure.
- Prepare Terminal Benefits for staff at the end of their contracts
- Facilitate both national and expats staff movement by dropping their travelling request (TR) to Juba for bookings.
- 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
- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within International Medical Corps and amongst beneficiaries served by International Medical Corps.

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

- Higher Diploma/ Degree in Human Resources or any related field;
- Excellent computer skills including the high speed in typing, data base, spreadsheet, power point and word-processing programs, and e-mail at a highly proficient level.
- Extensive knowledge of office administration
- Two years of increasingly responsible technical or administrative experience in personnel Activities.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.



- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, senior staff members, external partners and donors.
- Expert level written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Emotional maturity.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment.
- Stress management skills and time management skills
- Must maintain strict confidentiality and must demonstrate sound work ethics in performing the duties of the HR Officer.

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.

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: 13/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*

