

## JOB VACANCY ADVERTISEMENT

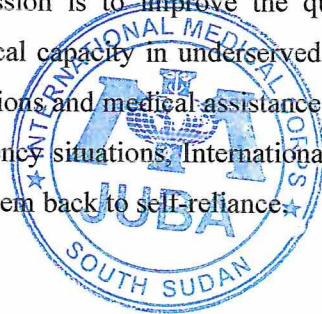
*International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document*

Job Title:	<b>ECHO Program Manager (1 Position)</b>
Country Program:	<b>South Sudan</b>
Location of Position:	<b>Juba (50%), Pigi (50%)</b>
Report To	<b>Program Director</b>
Position Opened for:	<b>South Sudanese only (Internal/External)</b>
Desired Start Date:	<b>ASAP</b>
Advertised date	<b>8/April/2024</b>
Closing Date for Applications:	<b>30/April/2024</b>



### 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 Tasks/Responsibilities**

The overall responsibility of the ECHO program manager is to support management of implementation of all project components and ensuring effective and successful delivery of project milestones and results. The program manager will assume the overall responsibility of the budget holder for the program, regularly monitor the budget, ensure all expenditures are in line with project budget/pipelines, and in compliance with the International Medical Corps and donor requirements. He/She will ensure financial, administrative, and operational management responsibility for the program as guided by IMC policies, rules, standards, and procedures, including donor requirements.

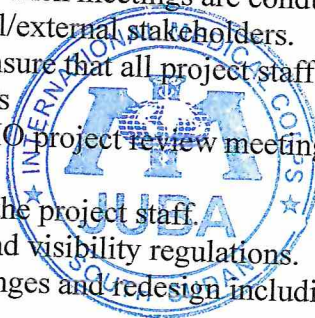
### **GENERAL DUTIES AND RESPONSIBILITIES:**

#### **General Management**

- Support management of implementation of all project components and ensuring effective and successful delivery of project milestones and results.
- Ensure financial, administrative, and operational management responsibility for the program as guided by IMC policies, rules, standards, and procedures, as well as donor requirements. This includes ensuring that required human resources is deployed.
- With support from the Grants and Finance Managers ensure project compliance with all International Medical Corps and donor requirements
- Overall responsibility of the budget holder for the program and regularly monitor the budget. Ensure that all expenditures are in line with project budget/forecast, and compliance with IMC and donor requirements. Conduct regular reviews of the project finance pipelines and ensure projections/forecasts to spend within .
- Evaluate activity progress through reports and ensure timely actions to address notable gaps.

#### **Project Management**

- In collaboration with sector leads, ensure effective budget and programme monitoring and that any modifications are in line with the project objectives and ECHO regulations.
- Ensure that all project implementation tools are in place and are regularly updated. These include human resource plan, procurement plan, detailed implementation plan, project implementation trackers, MEAL tools.
- Coordinate projects kick off and launch meetings are conducted with participation and presentation of all key internal/external stakeholders.
- Regularly review the PMT and ensure that all project staff are aware of project activities, outputs, and deliverables
- Coordinate and lead monthly ECHO project review meetings, including quarterly/annual review meetings.
- Ensure staff capacity building for the project staff.
- Promote ECHO communication and visibility regulations.
- Lead in project modifications, changes and redesign including none and costed extensions when needed .



- Prepare and contribute to project proposals for new funding opportunities, develop a detailed implementation and monitoring plan, and adapt program(s) to changing contexts as needed.
- Work closely with the MEAL team to review and provide input for monthly/quarterly reports in order to analyze trends and adjust the programs as needed and meet internal and donor requirements.
- Work closely with logistic/procurement and follow-up on all procurements needed for the projects to ensure the procurement is done timely. Coordinate and follow up on stock reports, and supplies distribution plans.

### **Monitoring, Evaluation, Accountability and Learning**

- Work closely with the MEAL team to review and provide input for monthly/quarterly reports in order to analyze trends and adjust the programs as needed and meet internal and donor requirements.
- Coordinate and participate in joint field support visits including donor visits.

### **Reporting**

- Ensure timely and high-quality reporting on project achievements and challenges on monthly, quarterly, and final schedules.
- Prepare ad hoc progress reporting for the donor and other key stakeholders when required.
- Ensure that all support documents (means of verification) and general project documents are reviewed.
- Collaborate with sector leads, MEAL and grants to ensure timely submission of high-quality narrative reports in compliance with donor requirements.

### **Coordination and Representation**

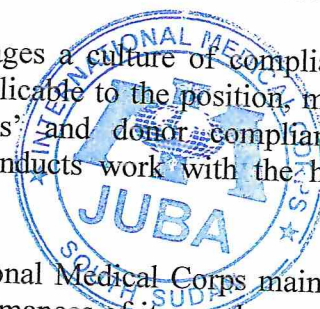
- Actively participate and represent International Medical Corps coordination in forums at national and sub-national level, stakeholder meetings. Serve as an International Medical Corps nutrition resource person and maintain IMC visibility.
- Maintain professional relations with local officials, community representatives, UN agencies, and any other relevant stakeholders.

### **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 Requirements (special training/experience required, provide 6-13 requirements): Minimum requirements are:**

- Master's degree in public health or related field and 3+ years relevant work experience OR bachelor's degree in public health or related field and 5+ years relevant work experience in humanitarian context.
- Must have 3 years and above of experience in implementing multisector programmes.
- Strong communication skills, able to effectively present information clearly and respond appropriately to all stakeholders.
- Strong supervisory, organizational skills and willingness to travel to the field sites.
- Advanced proficiency in the use of MS Office, and other computer applications
- Ability to cope with stress; hardship; patience and flexibility and willingness to work additional hours to meet tight deadlines.
- Fluent oral and written communication skills in English.
- Ability to work well with a cross-cultural team from widely varied socio-economic backgrounds.

**Desirable**

- Professional background and working knowledge of DG ECHO funding projects is an added advantage.
- Knowledge of integrated programming (Nutrition, Health, WASH, GBV, and FSL) is an asset.
- Prior experience working in humanitarian context and familiarity with South Sudan's socio-political and cultural contexts.

**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 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:**  
30/April/2024

**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

