



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:	Grants Officer (1 Position)
Country Program:	South Sudan
Location of Position:	Juba
Report To:	Grant Manager
Position Opened for:	South Sudanese only (Internal/External)
Desired Start Date:	ASAP
Advertised date:	27/September/2023
Closing Date for Applications:	16/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.



MAIN TASKS AND RESPONSIBILITIES



Grants Information management.

- In coordination with Grants Administration & Reporting Manager ensure timely compilation of program and project data to comply with internal, donor, and sector coordination reporting requirements by deadline.
- Organize and participate in grant kick off, grant review and closure meetings and provide advisory assistance to program staff.
- Ensure quality information management related to grants by overseeing the regular update of programme/grants documents on SharePoint; ensure hard and electronic copies are stored appropriately according to IMC documentation policy.
- Liaise with in-country, regional and headquarters on grant management activities, including ad hoc requests for information and updates.
- Compile and respond to information requests from all IMC HQ offices.
- Maintain up-to-date donor tracking tools to identify potential new donors and strategies which line up with IMC's strategic priorities.

Reporting

- Contribute to tracking and preparing internal and external reporting including monthly reports ensuring high-quality, well-written and timely reports meeting donor and IMC requirements, with support from the Grants Administration and Reporting Manager.
- Work with GA&RM to develop standard reporting templates and tools that will support improved narrative, log frame and financial reporting.
- Work with Grants Administration and Reporting Manager to ensure tools and processes are adequate and in place for purpose to collect relevant quantitative and qualitative information required for reporting to a range of stakeholders.
- Function as department focal point for internal reporting on Project Status Updates.
- Support finance department in providing requested project documents during audits.
- Provide editing and quality assurance of all internal and external reports for review by the Management prior to dissemination.
- Maintain a donor-reporting schedule and share with relevant staff on a timely basis.
- Support information flow from the field, regionally and with headquarters.
- Carry out any other relevant duties as requested by Grants Administration and Reporting Manager.

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:

- At least one to Two years' experience working in an INGO.
- Familiarity and understanding of institutional donor policies, guidelines, strategies with special attention to reporting requirements (BHA, UNICEF, OCHA, ECHO, FCDO, WFP, UNFPA)
- Familiarity with project management cycle.
- High organizational skills and attention to detail.
- Ability to juggle competing priorities, meet demanding deadlines.
- Excellent ability to handle multiple tasks in a fast paced and constantly changing environment.
- Competent in MS Excel, Word, Power Point, and tools useful in information management and program report.

Education

- Degree in international relations, development or relevant field or equivalent professional qualification.

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:
16/October/2023

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. Please do not submit your CV or application to this website, it will not be considered for review

