

50-H-3
Approved
Inspector of mol
06/10/22



INTERNATIONAL MEDICAL CORPS

Headquarters: 1919 Santa Monica Blvd., Suite 400, Santa Monica, CA 90404 • (310) 826-7800 • Fax: (310) 443-6022
Washington, D.C. Office: 1313 L St. NW, Suite 220, Washington, DC 20005 • (202) 828-5155 • Fax: (202) 828-5156
www.imcworldwide.org

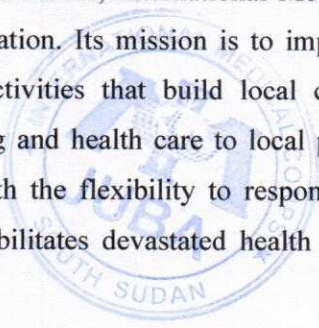
JOB VACANCY ADVERTISEMENT

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:	Program Assistant
Country Program:	South Sudan
Location of Position:	Juba
Position Opened for:	South Sudanese only (Internal/External)
Report To:	Program Director
Desired Start Date:	ASAP
Advertised date:	6/October/2022
Closing Date for Applications:	25/October/2022

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 Purpose

The Program Assistance (PA) will work directly with Program Director, , FSM, and Country Director. Provide program and administrative support to the program team in the preparation of various program documents.

Under the guidance of the supervisor, assemble briefing materials and prepare power-point and other presentations for the program unit.

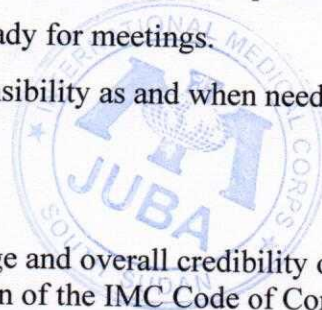
Identify sources and gather and compile data and information for the preparation of documents, guidelines, and other material as required.

Essential Job duties / Scope of Work:

- Assist PD to prepare travel requests, arrange meetings and managing PD calendar.
- Organize, compile and process information from the donor as well as from the program team, and keep track of the information through databases.
- Support the program team in the tracking of and reporting on mobilized resources.
- Provide administrative support to the program team in the organization of events, meetings, and workshops, etc.
- Make travel arrangements for the program team and project staff, including preparation of travel requisitions and claims.
- Draft non-substantive correspondence.
- Maintain and organize up-to-date hard and electronic files for easy access and retrieval. Ensure safekeeping of confidential materials.
- Create and maintain files of correspondence/documents and electronically received information and ensure up-to- date filing. Maintain both hardcopies and electronic copies of the office records and reference files on various subjects.
- Prepare presentation material/slides in Power-point for presentations for the meetings/workshops and keep all papers ready for meetings.
- Maintain flexibility to take on added responsibility as and when needed

Representation

- Contribute to the creation of a positive image and overall credibility of the organization, notably through the application of the IMC Code of Conduct and institutional ethics and values with regard to internal and external actors.



Security

- Ensure compliance with mission-wide security protocols and policies.
- Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily all inclusive.



Prevention of Sexual Exploitation and Abuse

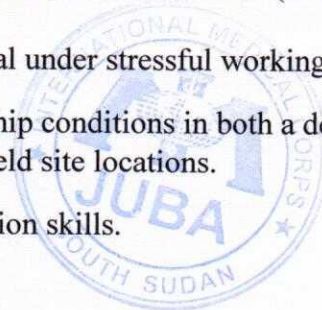
- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within IMC and amongst, vendors-suppliers and beneficiaries served by IMC.

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) provide 6-7 requirements

- Degree or Diploma in Management, linguistic or development, and/or in a relevant field of study.
- Three years (3) of experience working in a program-related capacity in international crisis response or development, or related field (less with Master's degree).
- Ability to remain positive and professional under stressful working conditions.
- Ability to endure the constraints of hardship conditions in both a developing urban context and low resource remote field site locations.
- Exceptional oral and written communication skills.



- Ability to work well with a cross-cultural team from widely varied socio-economic backgrounds.



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 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:
25/October/2022

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**

