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INTERNATIONAL MEDICAL CORPS

Headquarters: 1919 Santa Monica Blvd, Suite 400, Santa Monica, CA 90404

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:	Health Coordinator
Country Program:	South Sudan
Location of Position:	Juba
Position Opened for:	South Sudanese only (Internal/External)
Position Report to	Medical Director
Desired Start Date:	ASAP
Advertised date	4/July/2022
Closing Date for Applications:	21/July/2022
Status	Full-Time Regular Employee



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 Job Description

Under general supervision of medical director, programs coordinator and country director, effectively assist on health -related issues; responsible for (1) maintaining and managing health projects, ensuring strong representation in all health-related coordination meetings, assessments, identification of health staff training needs and conduct capacity building, ensure the quality of health programs.

Duties and main responsibilities:

- Manage day to day health programs, activities, provide medical expertise and guidance to the medical team.
- Ensure adequate medical supplies and drugs are available in all IMC sites to ensure the highest standard of care within health programs.
- Ensure that the high quality of clinical care is provided to patients at the clinics supported by IMC.
- Work closely with site managers, medical director, programs coordinator and health managers, field medical coordinators to determine the operational needs of the medical programs within the scope of grants.
- Ensure the training needs of the medical staff are identified and capacity building programs are carried out to build the capacity of the health staff at all field sites.
- Collaborate and coordinate with SMOH, CHD, national ministry of health and the health cluster in all health-related activities.
- Review, prepare and provide input for weekly, monthly, quarterly program reports to analyze trends and adjust the programs needed.
- Work with ministry of health, health cluster, WHO and other technical working groups to ensure implementation of standardized national ministry of health and WHO information systems.
- Work with field teams to ensure provision of basic lifesaving services are provided in case insecurity and outbreaks, ensure preparedness and response is in place and contingency plan is established.
- Work with UN agencies (UNICEF, WHO and UNFPA) and partner agencies to acquire drugs kits and health information materials for the medical programs.
- Request and analyze the pharmacy reports to monitor drug consumption for the site and adjust programs as needed.
- Regularly update medical director and the country team on the progression of programs as per protocols.
- Maintain flexibility to take on added responsibility whenever delegated to by the senior management.



1. Representation:

- Attend health coordination meetings as well as other technical working group meetings which are relevant to the health programs.
- Represent the organization at task force meetings, assessment, missions, camp coordination meetings, UN coordination meetings, NGOs coordination meetings and communicate relevant information to the senior management and the medical director.
- Serve as a liaison with MOH on matters related to health programs to ensure programmatic accountability.
- Ensure maximum visibility of the agency amongst the NGOs community.
- Lead the production of reports at site and ensure timeliness and accuracy of information provided as well ensuring confidentiality of sensitive information.
- Contribute to the creation of a positive image and overall credibility of the organization code of conduct, ethics, values, and standpoint with regards to internal and external actors.

2. Human resources management:

- Assist in selection and training of qualified health staff, recommend disciplinary action of termination of staff in consultation with the HR manager, medical director, and senior management.
- Supervise the day-to-day health staff to ensure smooth and effective operations.
- Ensure compliance to local labor laws including working hours for the staff.
- Maintain open lines of communication with all field staff.

3. training/capacity building:

- Determine the training needs of the medical staff.
- Training staff to increase their responsibilities, knowledge, and skills to build their capacity and ensure sustainability of the programs.

4. working relationships:

- Maintain frequent communication with the site managers/health project managers, medical coordinators, programs coordinator and the medical director to ensure program activities and objectives are communicated.
- Work with site managers and the logistics staff to ensure the coordination of programs supplies are within the budgeted targets.
- Conduct weekly and monthly meetings with the health teams to identify the gaps, needs and to ensure smooth running of the activities.
- Ensure application and compliance to security protocols and policies.

6. **Other duties as assigned:** the duties and the responsibilities listed are representative of the nature and the 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) provide 6-7 requirements

- Medical degree in medicine and surgery and public health background.
- Experience of 5 years and above in the health systems management, project management in humanitarian settings.
- Must have previous humanitarian experience with INGOs
- Skills and knowledge in program sustainability and capacity building, public private partnership and project monitoring, evaluation both qualitative and quantitative methods.
- Strong communication skills both reading and writing in English.
- Proven skills in leadership is highly required.
- Strong negotiation, interpersonal and organizational skills
- Must have excellence self-motivation skills
- Must have extreme flexibility and can cope with stressful situations.
- Extensive knowledge of office administration
- Computer skills including the spreadsheet and word-processing programs, and e-mail at a highly proficient level.
- 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.



- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Emotional maturity.
- 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 Health Coordinator.

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:
21/July/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

