



INTERNATIONAL MEDICAL CORPS - SOUTH SUDAN  
 Plot No 320 block 3 K. Pope Francis Road, The Colony, Juba, South Sudan, Jubek State  
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 www.InternationalMedicalCorps.org



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 Approved by  
 S/inspector 7 Toloo  
 08/08/2023

**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>Human Resource/Admin Officer (1 Position)</b>
Country Program:	<b>South Sudan</b>
Location of Position:	<b>Renk</b>
Report To:	<b>Senior Manager HR/Admin</b>
Position Opened for:	<b>South Sudanese only (Internal/External)</b>
Desired Start Date:	<b>1/September/2023</b>
Advertised date	<b>8/August/2023</b>
Closing Date for Applications:	<b>25/August/2023</b>
Status	<b>Relocatable</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.

**JOB SUMMARY**

The Human Resource Officer works under the supervision of Field Site manager with suppose of Deputy HR/Admin Manager, performance management, staff records including filing, on boarding process, Recruitment, making analysis of compensation and benefits and ongoing management of the staff medical insurance policy.



## GENERAL DUTIES AND RESPONSIBILITIES:

### Recruitment and Retention:

- Oversee a recruitment process & plan that complies with organizational policies as well as applicable laws and regulations.
- Develop job advertisements based on job descriptions, post advertisement, manage recruitment account, screen CVs, telephone screen applicants, coordinate interview teams, participate in interviewing candidates and oversee that documentation is collected and recorded/filed.
- Oversee and perform background screenings including Sanction Screening checks, reference checks and confirm salary history for final candidate(s), offering and contracting by the accuracy of information and tracking of the newly hired probations.
- Oversee all labor engagement for the country office, including all employees, consultants and contracted staff, and ensure compliance with local labor regulations in collaboration with Deputy human resources & Admin manager
- Manage the onboarding process to ensure that all new hire documentation is completed and processed and that all new staff is well briefed on country office policies, procedures and ways of working.
- Oversee the exit interview process for employees leaving the organization and evaluate the data collected from this activity for retention purposes.

### Employee Communications:

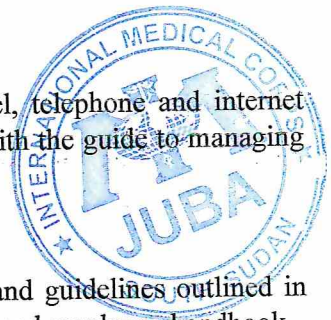
- Distribute important announcements to all staff in main and sub-offices, ensuring accurate translation, postings on the job board and communications board.

### Compliance and Record Keeping:

- Responsible for review, and dissemination of organizational policies and procedures tracking and obtaining acknowledgment forms in close coordination with Juba
- Develop processes that maintain confidentiality of employee personal data.
- Ensure proper file management and record keeping
- Stay informed about changes to labor law and inform management (Juba ) of upcoming changes.
- Prepare HR monthly and quarterly reports and share with Juba
- Ensure code of conduct, whistle blowing, safeguarding, travel, telephone and internet policies and annual acknowledgments by staff in accordance with the guide to managing HR.

### Compensation and Benefits:

- Administer compensation and benefits as directed by policy and guidelines outlined in the IMC Country Office Guide to Managing Human Resources and employee handbook.





- Maintain accurate and up to date employee leave records and coordinate with Site Manager.
- Work with Admin and HR Juba to schedule Public holidays
- Update and keep proper leave records

**Payroll and Budget:**

- Prepare the monthly Payroll memo, ensuring that all staff changes are correctly noted (new hires, terminations, promotions, salary changes, etc) and share with Juba HR team.

**Safeguarding**

- Should organize safeguarding training and MAST for all staff annually and ensure the safeguarding policy and procedures are part of all new staff onboarding.
- Ensure reporting systems for staff, program participants and community members are open, accessible, and monitored.

**Administration:**

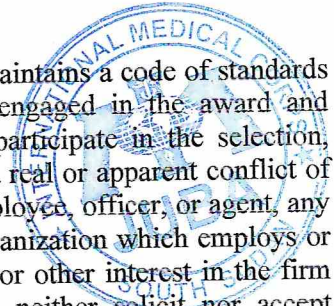
- Oversee smooth running of all administrative functions in the country office.
- Oversee an accurate and up to date filing system for the country office.
- Oversee offices and Training centers by timely manner.
- Oversee that office supplies and materials are available and replenished as needed and in compliance with site Manager.
- Oversee organizing meetings and conferences; take meeting minutes as requested.

**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 6-11 requirements):**  
**Minimum requirements are:**

- Degree or equivalent, preferably in Human Resource, Management, Business Administration and any related field.
- 3 years of relevant experience. working in humanitarian sector in handling HR functions.
- Strong computer skills Microsoft, Excel, word, power point etc.
- Fluent in English (written and spoken) and Arabic (spoken)
- Can work independently and show initiative and ability to solve problems.
- Creative and able to work with limited resources.
- Willing to travel across South Sudan.
- Organizational skills, flexible, ability to work with multi-disciplinary and multi-cultural people.
- Open - minded to receive and share information, good communication skills, flexible and able to cope with stress.
- Technical expertise Competent in all of the clinical skills needed to provide good quality care for all patients attending the clinic.
- Ability to relate to and motivate local staff.
- South Sudanese National



#### **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:**  
**25/August/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](http://www.InternationalMedicalCorps.ethicspoint.com). **Please do not submit your CV or application to this website, it will not be considered for review**

