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21/04/2022



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:	Administration Assistant
Country Program:	South Sudan
Location of Position:	Juba
Position Opened for:	South Sudanese only (Internal/External)
Desired Start Date:	Asap
Advertised date	15/April/2022
Closing Date for Applications:	28/April/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.

Summary of Job Description

Under the supervision of the HR/Admin Officer, the Admin Assistant supports the smooth operations in HR and Admin department. He or she will be responsible for



maintaining Office supplies, Immigration and legal processes, flight booking, Print ID budgets and supervision of the office and accommodation facilities and administration of the medical insurance benefit. The Admin Assistant will from time to time provide cover in the absence of the HR/Admin Officers

Essential Job duties / Scope of Work:

Administration

- Support with the daily administrative operations of the HR and Administration office; offering help with the general administrative work within the HR Administration department.
- Support the HR/Admin Office to ensure that all health and safety standards are observed in the office and the guest house.
- Administer requisitions for supplies, materials, and equipment; maintains office supplies, property and inventory list; schedules repair and maintenance of the office, accommodation and equipment, when needed.
- Working closely with the Administration Officer, support in UNHAS flight bookings, airport pickups and accommodation of staff and visitors in the program.
- Process new identity cards for new hires, current employees Consultants and visitors.
- Support in sourcing for travel documents and work permits for the staff and visitors working closely with HR and other departments.
- Support the maintenance of contracts with all service providers such as legal services.
- **Providing finance every end of Month with UNHAS/WFP reconciliation report, and all approved travel request forms files.**

Filing and documentation

- Retrieve, sort, and file all information; keep HR files up to date working closely with the HR team in Juba responsible for allocated location.
- Find and retrieve information from files in response to requests from authorized user including supporting internal and external audit requests.
- Set up new employee personnel files ensuring all required hiring documents are in place and ensure proper central filing and retrieval systems. Design new systems such as checklists to adapt to changing needs.
- Eliminate outdated or unnecessary materials, destroying them or transferring them to the HR Archive according to file maintenance guidelines and/or legal requirements.
- Track documents removed from files in order to ensure that borrowed files are returned and documents filed back.



Coordination of Staff Medical benefit (Cover)

- Enrol new staff into the medical cover by ensuring their names are submitted by the 1st day of reporting and enrolment forms shared within the first week of reporting.
- Track invoices against enrolments and ensure payments for new enrolments is done on time.
- Receive, check, and confirm receipts for medical claims from staff and submit to the Insurance Company for claim payments.
- Follow up with the insurance on credit notes, reimbursements for staff medical expenses.
- In liaison with the SHRM and DHRM, coordinate medical referrals for staff, flights, admission etc. in close coordination with the insurance.
- Track gaps and challenges in the medical insurance cover and share with the DHRM and SHRM for review and follow up.
- **Follow up on newly staff medical cards and other staff missing cards and their dependents.**

Others

- Contribute as an effective team member by sharing information, supporting, and assisting colleagues in a proactive manner to meet department goals and deadlines.
- Performs other duties as assigned by supervisor. The duties and responsibilities listed above are representative of the nature and 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

- Diploma in Human Resources, Business Administration, IT, or related field.
- At least 1 – 2 years' experience in basic human resources functions and Office procedures,
- Previous experience in UNHAS flight booking system an added advantage.
- Good written/oral communication and listening skills, with excellent written and spoken English
- Computer literate and skills in working with MS Word, Excel and Outlook
- A highly confidential approach to handling sensitive information, data and issues and must demonstrate sound work ethics in performing the duties as an HR staff.

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, 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:
28/April/2022

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