

SO-H-3
Approved by Senior Inspector
MOL/RSDJ/
25/11/2022



INTERNATIONAL MEDICAL CORPS
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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

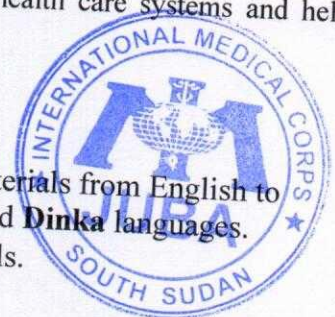
Job Title:	6 Casual Translators (6 local languages)
Country Program:	South Sudan
Location of Position:	Juba, Wau, Malakal, Nyal, Bor, Twic East, Kurwai & Alam
Position Opened for:	South Sudanese only (Internal/External)
Desired Start Date:	12/December/2022
Advertised date	25/November/2022
Closing Date for Applications:	14/December/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.

Essential Job duties / Scope of Work:

- Translation of illustrations for CBFRM and other IEC Materials from English to Local **Arabic, classic Arabic, Nuer, Balanda, Shilluk and Dinka** languages.
- Have a good understanding of illustrations of IEC Materials.



- Understanding specifications and noting any formatting requests prior to completing the translation.
- Adhering to all confidential guidelines and respecting sensitive information. Must be able to keep all sensitive information confidential
- Communicating with the MEAL team on a continuous basis about progress on duties.

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

- Speak, read, and write English and either Dinka, Nuer, Shilluk, Balanda, classic Arabic or Local Arabic
- Has their own laptop equipped with necessary software
- Minimum education: Secondary education (form 4
- Proficiency in MS Office and other relevant software
- Good translation to any of those languages and excellent reading skills
- Familiarity in working with humanitarian organizations
- Has previously conducted translation from English to any of the above languages

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 No 555, block :3-K Tong-Piny North, 1st Class Residential Area, Juba, South Sudan, IMC Wau Office, Malakal, Nyal, Kurwai and Alam

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:
14/December/2022

Please note applications received will be reviewed on a rolling basis and this position might be filled before the closing deadline.

Locals are encouraged to apply and priority will be given to them.

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**

