



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:	Grants Administration & Reporting Coordinator (1) position
Country Program:	South Sudan
Location of Position:	Juba Office
Position Opened for:	South Sudanese only (Internal/ External)
Report To	Program Director
Desired Start Date:	ASAP
Advertised date	25 th August' 2026
Closing Date for Applications:	11 th September' 2026

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 the 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. Currently International Medical Corps works in Jonglei State (Pigi Canal, & Akobo) Malakal, Upper Nile State (Malakal, Fashoda, Manyo, Payikang & Renk) Western Bar el Gazel (Wau), Unity State (Nyal), Central Equatoria state (Juba, Juba IDP Camp & IDU), Western Equatoria state (Yambio & Maridi) & Eastern Equatoria state (Nimule)

Summary of Responsibilities:

The Grants Administration and Reporting Coordinator is the focal point for compiling grant proposals, contract modifications, donor communication, reports, as well as arrange of regular and ad hoc reports and communication tools used for both internal and external dissemination of



information. The coordinator will provide high quality write up for technical assessments, contributes to technical concept notes, budget development, procurement plans, work plans, etc. S/he is accountable for effective and transparent communication with donors and Headquarters about the progress on project outputs. The coordinator is responsible for staff supervision (Grants Officer and Comms Team), management and capacity building and development of IMC staff and partners to improve and standardize reporting and proposal development across country program portfolio. The coordinator stays abreast of situational developments, obtaining information from both internal and external sources to contextualize the work of the country program.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation:

ESSENTIAL JOB DUTIES / SCOPE OF WORK: Responsibilities:

GRANTS INFORMATION MANAGEMENT:

- Draft letters of interest, concept notes, full proposals, modification requests, and all supporting documents, including log frames, work plans, etc. and aids in preparation of budgets in coordination with program and management personnel.
- Organize and play a lead role in grants kick off meetings.
- Participate in and support grant review meetings and provide advisory assistance to program staff.
- Tracks program progress on a monthly/quarterly basis against targets internally for all grants.
- Collate donor reports and information needs (monthly, quarterly, final) coordinating input from relevant staff across the country's program portfolio.
- Maintain grants files for all unique grants, including agreements, proposals, revisions, reports, etc.;
- Liaise with in-country, regional and headquarters on grant management activities, including ad hoc requests for information and updates.
- Support institutional learning and program design.
- Train national staff and partners to support program development and grants management.
- When applicable, support closeout of awards, including preparation of final inventories, property disposition, etc.;
- Analyze and evaluate grant performance and budget and compliance with donor regulations, recommending award actions to the team.
- Liaise with the Grants and Contracts Management Department at HQ as necessary regarding donor requirements and internal IMC procedure to ensure that implementation of grants and contracts follows requirements.
- Compile and respond to information requests from all IMC HQ offices.



REPORTING

- Support program team and local partners in program design and delivery of high- quality reporting through training and capacity building, development of standardized information and reporting tools.
- Manage and compile information for regular situation analysis (security, political, media, from other agencies/actors), regarding humanitarian needs and data collection from program activities.
- Ensure tools and processes are adequate and in place for purpose to timely collect relevant; quantitative and qualitative information required for reporting to a range of stakeholders, including but not limited to donors, internally and other sectors; Support the development of communication tools (for internal and external use), including maps, case studies, and infographics to present information related to programs and context.
- Support national staff to develop templates for and write high quality weekly, monthly, quarterly internal and external reporting.
- Provide editing and quality assurance of all internal and external reports for review by the Management prior to dissemination.
- Classify, collate and store program information documents such as sitreps, donor reports, proposals, photos and videos for easy access and retrieval.

INTERNAL/EXTERNAL COORDINATION

- Coordinate with partners/sub-grantees at the field level to support coordination of activities, quality reporting, and capacity building.
- Support information flows from the field, regionally and with headquarters.
- Keep the donors timely updated on vital issues impacting project implementation and advise IMC senior Management on potential scenarios and decision making with firsthand information and analysis.
- When requested, represent IMC at NGO coordination meetings related to the country program.
- 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.

PARTNERSHIP MANAGEMENT & SUB-GRANT OVERSIGHT.

- Manage the full partnership and sub-grant lifecycle, from partner identification and assessment through implementation and close-out.
- Conduct and coordinate partner due diligence, capacity assessments, risk analysis and compliance/vetting.
- Coordinate partnership establishment, including agreements, roles and responsibilities, kick-off meetings and partner onboarding.
- Monitor partner programmatic, financial and operational performance against approved plans, budgets, targets and timelines.
- Ensure partner compliance with IMC policies, donor requirements, safeguarding and partnership procedures.



- Coordinate partner reporting, financial reviews, installments, amendments and sub-grant close-out with relevant IMC teams.
- Organize regular partner review and coordination meetings to address progress, challenges, risks and required actions.
- Coordinate partner capacity strengthening and organizational development, including training, coaching and technical support.
- Maintain partnership records, databases and trackers, including partner capacity, performance, compliance and risk information.
- Facilitate effective collaboration between Partners, Programs, Finance, MEAL, Grants, Operations and other relevant departments.
- Promote mutual accountability, learning, feedback and respectful partnerships while ensuring partners remain accountable for agreed deliverables.

COMMUNICATIONS AND BRANDING MANAGEMENT.

- Develop and implement IMC South Sudan's Media and Communications Strategy in line with organizational, government and donor requirements.
- Lead the development of communications and visibility materials, including human-interest stories, articles, newsletters, press releases, Q&As, photos, videos and other digital content.
- Conduct field visits, interviews and content gathering with staff, partners and communities to document IMC's programs and impact.
- Lead media relations and outreach, including local media engagement, media visits, spokesperson support, media requests and development of key messages.
- Monitor and manage reputational and communications risks, including preparation of proactive and reactive media messaging.
- Work with Programs, Grants and other teams to ensure communications and visibility requirements are integrated and appropriately budgeted in donor proposals.
- Coordinate with MEAL and Programs on beneficiary engagement and accountability communications, ensuring information is accessible and communicated transparently to communities.
- Ensure compliance with IMC and donor branding, visibility and marking requirements across programs and communication materials.
- Lead communications capacity building and knowledge sharing, including staff training on communications approaches, storytelling, branding and lessons learned.
- Monitor humanitarian news, trends and emerging issues, synthesizing relevant developments and sharing key updates with senior management and relevant teams.
- Maintain and manage communications databases and digital assets, including photographs, videos, stories and reference materials.
- Coordinate external consultants and service providers supporting communications, photography, videography and translation.
- Provide English–Arabic translation support and coordinate larger translation assignments.



- Ensure communications with Programs and Partners are grounded in program experience, gender-sensitive and aligned with rights-based approaches.

Competencies & Requirements

- Typically, a bachelor's degree in international development and/or in a relevant field of study. An equivalent combination of relevant education and experience may be substituted as appropriate.
- Minimum 5-7 years of progressive experience in related fields, including at least 3 years of relevant experience with an international humanitarian organization.
- Experience and understanding of institutional donor policies, guidelines, strategies and reporting to donors (DOS, FCDO, ECHO, SSHF, UNICEF, WFP, UNFPA, UAE);
- Experience writing proposals and managing information related to large-scale program development and/or emergency response.
- Profound cross-cultural awareness and insight into health care issues.
- International experience and strong understanding of country context of assignment
- Ability to exercise sound judgment and make decisions independently.
- Strong leadership and communication skills, ability to lead and coordinate processes across several departments.
- Flexible, able to cope with stressful situations and frustrations; Excellent interpersonal, cultural and diplomatic skills.
- Competition in MS Excel, MS Word, Power Point, and tools useful information management and program reporting such as mapping.
- Languages: fluency in English, written and oral is required. Additional ability to read, write and interpret, technical and non-technical in another language may be required according to position location and official country language, such as Arabic.

Ethical Conduct at International Medical Corps

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our *Code of Conduct and Ethics* and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our *Code of Conduct and Ethics*, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritize safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.



As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the *Code of Conduct and Ethics*, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our *Code of Conduct and Ethics* and *Whistleblower Policy* prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps

HOW TO APPLY

Interested candidate (**South Sudanese**) 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.

NB: Please submit your application to IMC Juba Office, Or Email:

ss-recruiting@internationalmedicalcorps.org

Please note the application received will be reviewed on a rolling basis, and the position might be filled before the closing date

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

