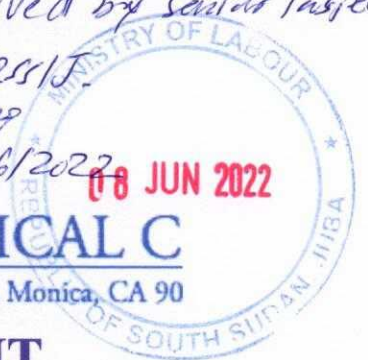


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Approved by senior lecturer
Med/RS/17
Charter
08/06/2022
08 JUN 2022



INTERNATIONAL MEDICAL C

Headquarters: 1919 Santa Monica Blvd., Suite 400, Santa Monica, CA 90

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:	Human Resource Assistant
Country Program:	South Sudan
Location of Position:	Juba
Position Opened for:	South Sudanese only (Internal/External)
Direct Supervisor	Human Resource Officer
Desired Start Date:	ASAP
Advertised date	08/June/2022
Closing Date for Applications:	23/June/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

The Human Resource Assistant works under the supervision of Human Resource Officer and responsible for supporting HR Officer in processing expatriate staff work permits, performance management, staff records including filing, on boarding process, ongoing management of the staff medical insurance policy.



Duties and Responsibilities

- Assist HR Officer with Visa, work permit and other travelling documents processing for expats.
- Retrieve, sort, and file all information; keep HR files up to date; design forms related to filing systems.
- Set up new starter personnel files ensuring all required hiring documents are in place.
- Eliminate outdated or unnecessary materials, destroying them or transferring them to inactive storage according to file maintenance guidelines and/or legal requirements.
- Track materials removed from files in order to ensure that borrowed files are returned.
- Find and retrieve information from files in response to requests from authorized users.
- Liaise with Admin officer to issue IMC IDs to new joiners.
- Assist with the back log of any work the HR team members are currently undertaking and cover for HR team members on holidays as needed.
- Any other duties assigned by the Supervisor
- Support new joiners for onboarding and induction processes.
- Support HR Officer in filing all performance reviews and performance objectives of all staff.
- 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

- College degree or equivalent diploma and/or academic qualification.
- Strong computer skills Microsoft, Excel, word, power point etc.
- Up to 2 years of experience, working in humanitarian sector in handling HR functions.
- Good communication specifically in English (written and spoken).
- Good team player
- Good computer handling skills
- 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.
- South Sudanese National
- NGO experience



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:
23/June/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

