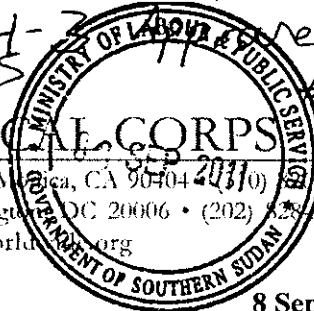




INTERNATIONAL MEDICAL CORPS

Headquarters: 1919 Santa Monica Blvd., Suite 300, Santa Monica, CA 90404-2011 • Fax: (310) 442-6622
Washington, D.C. Office: 1600 K St., Suite 400, Washington, DC 20006 • (202) 828-5155 • Fax: (202) 828-5156
www.imcworld.org



8 September 2011

JOB VACANCY

International Medical Corps (IMC) is a global humanitarian nonprofit organization dedicated to saving lives and relieving suffering through medical relief and health care training programs.

In South Sudan, IMC focuses on emergency relief and development interventions, and has been working in Tambura, Yambio, Malakal pochalla and Kajo Keiji Counties of Western/Central Equatoria since 1994 and in the Jonglei State since 2005.

IMC is advertising for **South Sudanese national** to fill the following position:

Job Title	Health Officer
Location	Tambura
Deadline	22 September 2011

Essential Job duties/Scope of Work:

The health Officer has the following specific tasks and responsibilities:

1. Ensure that the designated SHTPII facilities are covered with technical backstopping, on-the-job trainings and mentoring for HF staff.
2. Support the health facility staff to maintain optimal targets for the 7 high impact areas of the SHTPII.
3. Provide expertise in drug consumption estimation and drug forecasting; providing inputs for CHD support to his supervisor.
4. Be responsible for identifying HF staff in need of capacity building and trainings and communicating this to supervisor and IMC senior management.
5. Develop and Facilitate strong referral systems and inter-linkages between facility and community health care providers by ensuring a critical mass of household health promoter is available, trained and supported; and building capacity of VHC in community health coordination.
6. Develop and explore best practices in sustainable health care delivery along the 7 high impact areas and document lessons learnt.
7. Responsible for monthly, quarterly and weekly reports to supervisor and building capacity of the Health facility staff in using the monthly/quarterly data to inform decisions at their level.
8. Be responsible for the implementation of the SHTPII work-plan ensuring that all MSH/USAID indicators are met.
9. He will work with his supervisor to design surveys for specific activities that need them according to the project documents..
10. Carry out any other duties as requested by the immediate supervisors.

Personnel Qualifications (special training/experience required):

- 1- Candidate should have a Diploma in Clinical Medicine and/or public health.
- 2- Candidate should have at least two years work experience in the field with INGO or UN – Agency.
- 3- Candidate should have computer knowledge with excellence in Word, Excel, Power Point and Publisher.
- 4- Candidate must be a Sudanese by nationality and ready to work in Tambura.
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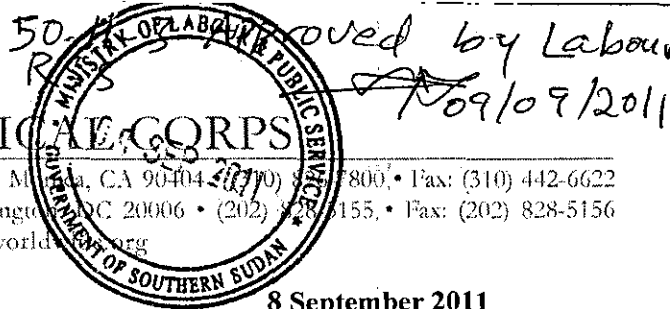
Application letters and resumes indicating daytime contact numbers and email addresses should be sent to hrssudan@InternationalMedicalCorps.org or hand delivery to IMC Juba office at Nimra Talata Area, near Juba Basketball stadium by 22 September 2011, for consideration. Only short listed candidates shall be called.





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IMC is advertising for **South Sudanese national** to fill the following position:

Job Title	Warehouse Officer
Location	Tambura
Deadline	22 September 2011

Essential Job duties/Scope of Work:

- To track all items purchased by IMC at the site, donated items by Donors, and transported items [from / to site].
- Special care to differentiate donated items from regular items.
- Documentation of items in the warehouse(s) including and not limited to 'in/out flow' of items from / to the warehouse(s).
- Should use the appropriate documents [GIO / GRN / Waybills / Stock Cards] and request signature to the appropriate staff. S/he is accountable for any item which is issued from the warehouse and should be able to provide any appropriate documentation.
- Any asset purchased / sent / received should go through the warehouse officer. S/he should be able to justify any transaction and s/he is accountable for it.
- S/he should provide monthly inventories of all items going through the warehouse.
- Prepares shipments and fills out the transportation documents [waybills, packing lists].
- Should be able to anticipate any stock rupture and inform the supervisor before it happens. S/he analyses the consumption of items in stock and able to issue monthly orders based on those consumptions.
- Make sure warehouse is clean and safety items [like fire extinguisher] available in warehouse as precaution to emergencies.

Personnel Qualifications (special training/experience required):

1. High school certificate or Diploma holder.
2. Minimum of 2 years experience in warehousing and/or logistics in an INGO or UN Agency.
3. Knowledge of computer with excellence in excel and word.
4. Must be able to carry out responsibilities independently with minimal technical support from within the organization.
5. Strong verbal and written English skills.

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IMC is advertising for **South Sudanese national** to fill the following position:

Job Title	Finance/Admin Officer
Location	Tambura
Deadline	22 September 2011

Essential Job duties/Scope of Work:

- To prepare field accounting reports and record them in ACCPAC, including CTJ, monthly cash reconciliation for the site.
- Prepare and send daily cash report to Juba finance
- Prepare neat and accurate record keeping of accounting documents and files.
- To prepare and verify all payments and receipts including supporting documentation.
- Preparation of staff payroll and timely submission of the statutory deductions to relevant government bodies.
- To maintain and monitor the national staff advances register.
- To respond to all Test of Transaction and other audit queries.
- With Site Manager assist the Finance Officer with audit functions when required.
- Responsible for the proper oversight of Human Resource documentation and records.
- Other relevant duties as assigned by the supervisor.

Personnel Qualifications (special training/experience required):

1. Certificate or Diploma course in finance and business administration. CPA/ACCA course at any level will be an added advantage.
2. Minimum of 2 years experience in the finance and accounting preferred.
3. Experience working with computerized accounting systems, preferably ACCPAC.
4. Must be able to carry out responsibilities independently with minimal technical support from within the organization.
5. Good at role of both facilitator and team player.
6. Committed to staff training and development.
7. Strong verbal and written English skills.

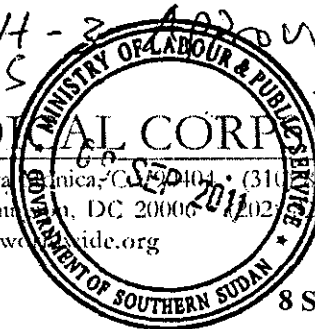
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IMC is advertising for **Sudanese national** to fill the following position:

Job Title	Health Manager
Location	Tambura
Job Titles of Persons Supervised	Health Officers
Deadline	22 September 2011

Essential Job duties/Scope of Work:

S/he will be responsible for daily activities in the facilities which among others include:

1. Support and facilitate the health officers to ensure the Sudanese MoH Basic Package of Health Services and protocols for curative, MCH, EPI, health education, disease and nutrition surveillance are being applied.
2. Take the lead in the collection, storage and utilization of data to improve health systems in Tambura with full involvement of the CHD.
3. Lead the process of drug consumption estimation and drug forecasting; support CHD to prepare drug and medical supplies request.
4. Ensure that both facility and community health workers have the right set of skills to deliver on health indicators using variety of capacity building approaches including formal and informal trainings, mentoring and in-service trainings.
5. In consultation with the health coordinator, develop and maintain strong working relationship and coordinate with State and County authorities, relevant international and local agencies engaged in similar activities in upper Nile State, including UN and other NGOs
6. Support and facilitate the health officers to promote and ensure community participation and ownership through liaising with the beneficiary communities, training and supporting Boma Health Committees (BHCs)
7. Lead the implementation of the SHTPII work-plan ensuring that all MSH/USAID indicators are met.
8. He will be responsible for designing surveys for specific activities that need them according to the project documents and work with health coordinator and SHTPII director to evaluate the project and document and disseminate lessons learnt.
9. Directly be involved in building the capacity of the CHD in order for the project to realize sustainability.
10. Carry out any other duties as requested by the immediate supervisors..

Personnel Qualifications (special training/experience required):

- 1- Candidate should have a Bachelor's Degree in medicine [clinical and/or public health].
- 2- Candidate should have at least three years work experience in the field with INGO or UN – Agency.
- 3- Candidate should have computer knowledge with excellence in Word, Excel, Power Point and Publisher.
- 4- Candidate must be a Sudanese by nationality and ready to work in Tambura.
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- 7- Able to communicate in English language, Arabic and local language
- 8- Honest, trustworthy and able to work in harmony with others.
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