



International Medical Corps UK provides emergency relief to those struck by disaster no matter where they are, no matter what the conditions, working with them to recover, rebuild and gain the skills and tools required for self-reliance.

International Medical Corps and International Medical Corps United Kingdom with headquarters in the United States and the United Kingdom respectively, work collaborate to maximise resources for the delivery of appropriate relief and development activities.

To learn more about us visit: <https://www.internationalmedicalcorps.org.uk/about-us>

Job Description

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| Job Title | Program Manager |
| Location | London |
| Start Date | TBD |
| Position Reports to | Senior Director- International Programmes |
| Background | |
| Job Purpose | <ol style="list-style-type: none"> 1. Ensure that assigned countries received effective day-to-day HQ support. Advocating for the needs of the assigned Countries needs within the organization and ensure that programme Officers effectively coordinate communications between all departments, including compliance, programming, logistics, legal, security, human resource and communication 2. Supervises, mentor and coach assigned Program Officers and Assistants 3. Develops and monitor staff performance targets with clear objectives and timelines |
| Main Responsibilities | <ol style="list-style-type: none"> 1. Supervises, mentor and coach assigned Program Officers and Assistants 2. Develops and monitor staff performance targets with clear objectives and timelines 3. Deployment to the field to support in program or mission startup, staff coverage, and close out. 4. Supervise the coordination of country strategy development 5. Ensures the field programs team fulfill contractual obligations and commitments to beneficiaries and stakeholders for assigned countries 6. Ensures that donors and internal reporting is submitted on time |

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| | <p>and in fulfilment of contractual obligations for the countries covered</p> <ol style="list-style-type: none"> 7. Ensures that established processes and procedures are followed by the Program Officers and flags issues as necessary to the Senior Manager 8. External representation as required with donors 9. Guide assigned programme team toward best work standards and schedules; ensure effective implementation in the region; facilitate appropriate development and training for regional employees; ensure timely review of employee work quality and initiate transparent steps to correct inadequate performance; approve employees' work schedules and time reports; 10. Assist in the selection and assignment of best qualified regional personnel; plan for transition and succession; handle employee relations matters in association with Human Resources standards and in accordance with International Medical Corps Human Resources policies, guidelines and procedures; 11. Ensure that the staff is adhering to the policies and procedures set forth in official guidelines. 12. Perform other duties as assigned. The duties and responsibilities listed above are representative of the nature and levels of work assigned and are not necessarily all-inclusive. |
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| Scope | <p>Financial: Size of the budget the position is responsible for Budget: Regional portfolio</p> | <p>Non-Financial List direct and indirect reports Direct Reports: Program Officers and Programme Assistants Indirect Reports: NA Geographical Scope: Assigned countries</p> |
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Candidates' Specifications

| | Essential | Desirable |
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| Qualifications | <ol style="list-style-type: none"> 1. BA in related subject + 2. Project management certification 3. + Significant relevant experience | <ol style="list-style-type: none"> 1. Master degree in Development studies, MPH or related subject + 2. Project management certification 3. + Extensive relevant experience |
| Experience | <ol style="list-style-type: none"> 1. Experience managing, | |

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| | <p>building, leading and developing a team of staff and at least 2 or more years of field-based work experience in the sector</p> <ol style="list-style-type: none"> 2. Experience implementing as a Senior Program Officer or in managerial role 3. Experience in leading development of large-scale or strategic proposals, including the development of project budgets greater than \$5 million 4. Experience in implementing projects funded by US, UK, EU, Canadian, Australian, UN and other donor governments 5. Experience of project and financial management in a multi-partner or multi-agency consortia 6. Demonstrated experience of developing and managing relationships with donors | |
| <p>Competency</p> | <ol style="list-style-type: none"> 1. Knowledge of Project cycle management 2. Experience with Logical Framework project planning and design 3. Proposal development skills 4. Knowledge of major donors rules and regulations | |

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| | <ul style="list-style-type: none"> 5. Experience in representing externally project information 6. Financial and other data systems to produce budgets, analyze data and track trends 7. Strong analytical skills to determine overall grant performance 8. Ability to coach, mentor and effectively manage a team 9. Good interpersonal and communication skills including influencing, negotiation and coaching 10. Results driven and ability to meet deadlines 11. Staff management skills and diplomacy 12. Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures | |
| Other | Extensive travel maybe required Fluent in written and spoken English | Proficiency in French, Spanish, Arabic (or other relevant language to the portfolio) a plus |
| This job description is subject to review to ensure that it reflects the requirements of International Medical Corps. | | |

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation. The tasks listed are representative of the nature and level of work assigned and are not

It is our shared responsibility and obligation to prevent matters involving Sexual Exploitation & Abuse, Trafficking in Persons, Child Safeguarding and any suggested violation to our Code of Conduct, which may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear

International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status as a veteran.

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| necessarily all-inclusive. | or are made aware of any suggested activities then you have an obligation to report. | |
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How to apply

Candidates who can demonstrate that they meet individual specifications and can prove that they have the right to work in the UK should send application to hr-uk@internationalmedicalcorps.org.uk or by post to Human Resources Department 2 Ground Floor, 161 Marsh Wall, London, E14 9SJ.

Application should include CV and cover letter stating how you meet each requirements and why you are interested in the role. Due to the urgency to fill this role, applications will be reviewed on a rolling basis and we reserve to close this advert before the confirmed closing date when we are in receipt of sufficient application.

Closing date

5PM UK time on June 15th 2019. We reserve the right to close this vacancy when we are in receipt of sufficient applications. Should you wish to apply for this post you are advised to submit your application as soon as possible.

Please note:

In order to process job applications, International Medical Corps UK collects personal information submitted by applicants. By applying for this role, you are consenting to that processing. All personal information is processed in line with our privacy policy set out at <https://www.internationalmedicalcorps.org.uk/privacy-and-cookie-policy>