



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 maximize 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

Job Title	Programme Officer
Job Location	London
Position Reports To	Program Manager
Job Purpose (Summary of Position)	Working under the supervision of the Program Manager within the International Programs Unit, the Program Officer assists International Medical Corps to implement emergency relief and development projects. The Program Officer applies skills in coordination, program development, and grant management to support assigned country missions. The Program Officer provides guidance to International Medical Corps country missions through daily communication and regular trips to the field. The Program Officer coordinates proposal development and reports. Conversant in project implementation timelines, delays, and issues, the Program Officer coordinates interdepartmental support from headquarters to secure assistance and support to country missions in program continuance and achievement.
Main Responsibilities	<ol style="list-style-type: none"> 1. Coordination <ul style="list-style-type: none"> • As the dedicated country focal point at headquarters, provide timely and accurate support to country missions on a daily basis. • Advocate internally and externally for country needs and follow issues raised by the country mission through to resolution. • Respond on behalf of the country missions to requests from headquarters and/or channel requests between country missions and headquarters for response, as appropriate. • Lead and document regular and ad hoc country calls. • Provide country mission updates as requested in internal and external coordination meetings and briefings. 2. Program Development <ul style="list-style-type: none"> • Coordinate internal approval processes for assessments and proposal submissions. • Coordinate proposal development, including sharing and communicate requests for proposal, proposal templates, and guidelines; setting deadlines, coordinate inputs; and conduct final edit in preparation for submission. Prepare the proposal package and submit according to solicitation guidelines.

	<ul style="list-style-type: none"> • Finalize responses to donor questions. • Coordinate participation by the country mission and relevant headquarters units in project kickoff. <p>3. Grant Management</p> <ul style="list-style-type: none"> • Track project implementation and support country missions' response to changes in context, beneficiary needs, and donor positioning. • Facilitate timely and adequate input of the relevant internal department in agreement review and approval. • Facilitate the input of internal departments to ensure compliance with internal and external regulations, applicable laws, and contractual obligations. • Coordinate the development of internal and external reports, including sharing reporting templates, setting deadlines, coordinate input, and final edit and review. Prepare the submission package and submit the report according to donor guidelines. • Support the project closeout process according to International Medical Corps and donor regulations. <p>4. Country Strategy</p> <ul style="list-style-type: none"> • Participate and contribute to country strategy development. <p>5. Country Mission Backstopping</p> <ul style="list-style-type: none"> • Deploy to country missions to fill staffing gaps for an interim period and under specific terms of reference including proposal development, project start-up and project close out. <p>6. General</p> <ul style="list-style-type: none"> • Promote professional working relationships with all International Medical Corps Units and colleagues. • Contribute to the creation of a positive image and overall credibility of the organization, notably through the application of the Code of Conduct, ethics, and values. • Actively support safeguarding activities (PSEA, TIPS and Child Safeguarding) and standards within International Medical Corps and among beneficiaries served by International Medical Corps. <p>7. Perform other duties as assigned.</p> <ul style="list-style-type: none"> • The duties and responsibilities listed above are representative of the nature and level of work assigned and are not necessarily all inclusive. 	
Scope	<p>Financial Budget: Monitor grant expenditure and contribute to project budget development.</p>	<p>Non-Financial</p> <ul style="list-style-type: none"> • Direct Reports: N/A • Indirect Reports: N/A <p>Geographic Scope: As assigned</p>

Key Contacts	<p>Internal</p> <ul style="list-style-type: none"> • International Programs • Domestic and International Affairs • Emergency Response Unit • Ethics & Compliance • Finance • Financial Control Unit • Global Communications • Global Logistics • Grants & Contracts Management • Information Technology • Internal Audit • Human Resources • Legal • MEAL • Resource Development • Security • Technical Unit • Travel 	<p>External</p> <ul style="list-style-type: none"> • Partner and sub recipient organization headquarters counterparts • Donors • INGOs
Person Specifications		
	Essential	Desirable
Qualifications	Relevant Bachelor's degree and extensive experience	Master's degree in Public Health, International Development, Business Administration, International Affairs, and relevant experience
Experience	<ul style="list-style-type: none"> • Experience supporting projects funded by US, UK, EU, Canadian, Australian and other donor governments. 	Experience implementing projects in developing countries
Skills & Competencies	<ul style="list-style-type: none"> • Able to handle multiple tasks in a fast paced and changing environment • Able to cope in stressful situations • Creative and able to work with limited resources • Willing and able to travel extensively 	<ul style="list-style-type: none"> • Project management certification



Language(s)	<ul style="list-style-type: none"> • Fluent in written and spoken English 	<ul style="list-style-type: none"> • 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 UK.		
The tasks listed are representative of the nature and level of work assigned and are not necessarily all-inclusive.	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 or are made aware of any suggested activities then you have an obligation to report.	International Medical Corps UK 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.

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 22 February 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>