



International Medical Corps 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.

To learn more about our mission visit: <https://internationalmedicalcorps.org/who-we-are>

Job Description

Job Title	Program Officer
Location	London
Start Date	ASAP
Position Reports to	Senior Program Manager
Job Purpose	Day-to-day Headquarters liaison for assigned country programs advocating for the needs of the program within the organization and coordinate communications between all departments, including compliance, programming, logistics, legal, security, human resource and communication
Main Responsibilities	<ol style="list-style-type: none"> 1. Day-to-day Headquarters liaison for assigned country programs advocating for the needs of the program within the organization and coordinate communications between all departments, including compliance, programming, logistics, legal, security, human resource and communication 2. Day to day coordination of proposals, donor reporting process for assigned countries. Monitoring grant performance and overall assigned country portfolio and flag any issue to the Program Manager 3. Support dissemination of country specific information with relevant departments. Support with any country specific reporting requirements from other departments and vice versa. Regularly deploys to the field to assist in startup, staff coverage, and close out 4. Monitor grant performance and overall assigned country portfolio and flag any issue to the Program Manager 5. Regular deployment to the field to assist in startup, staff coverage, and close out

	<ul style="list-style-type: none"> 6. Ensures that donors and internal reporting is submitted on time and in fulfilment of contractual obligations for the countries covered 7. External representation as required with donors 8. 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. 	
Scope	Financial: Size of the budget the position is responsible for Budget:	Non-Financial List direct and indirect reports Direct Reports: NA Indirect Reports: NA Geographical Scope: Assigned countries
Candidates' Specifications		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> 1. BA in related subject 2. Project management certification 3. Significant relevant experience 	<ul style="list-style-type: none"> 1. Master Degree 2. Project management qualification 3. Extensive relevant experience
Experience	<ul style="list-style-type: none"> 1. At least 1 year years of field- based work experience in the sector Or 2. 2 years' HQ experience supporting relief and development projects in the field 3. Experience in proposals development and donor reporting with IMC major donors 4. Experience in effectively dealing with international and headquarters staff, and the ability to deal with a broad spectrum of people 	

Competency	<ol style="list-style-type: none">1. Knowledge of Project cycle management2. Knowledge of Logical Framework project planning and design3. Proposal development and donor report skills4. Knowledge of major donors rules and regulations5. Report writing6. Good research skills7. Ability to read, analyze, and interpret and apply donor regulations and requirements8. Strong analytical skills to determine overall grant performance9. Ability to use creativity, reasoning, past experience, information and available resources to resolve issues10. Ability to effectively present information and respond to questions from management and field programs;	
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	11. Excellent writing skills, excellent cross-cultural communication	
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 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 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

Application should include CV and cover letter stating how you meet each requirement and why you are interested in the role.

Closing date

5PM UK time on **12th February 2021**. 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>