



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 Assistant	
Job Location	London	
Start Date	ASAP	
Contract Duration	12 months	
Position Reports To	Programme Manager	
Job Purpose	Supports the entire program team with designated aspects of proposal development, grant management, and overall country mission support	
Main Responsibilities	<ol style="list-style-type: none"> 1. Supports the entire program team with designated aspects of proposal development, grant management, and overall country mission support 2. Serves as the backstop for the Program Officers 3. Maintain filing system within corporate share file 4. Research and compile information on specific countries or for specific calls for proposals to support Program Officers in the daily tasks 5. 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 Budget: A	Non-Financial 1. Direct Reports: NA 2. Indirect Reports: NA Geographic Scope: Assigned countries
Key Contacts	Internal – HQ programmes teams	External

Person Specifications		
	Essential	Desirable
Qualifications	<ol style="list-style-type: none"> 1. Relevant 2. Bachelor Degree 	Relevant Master Degree
Experience	<ol style="list-style-type: none"> 1. Some relevant experience with humanitarian and development sector. 2. Report writing 3. Good research skills 	
Skills & Competencies	<ol style="list-style-type: none"> 4. Good understanding of international health and development 5. Demonstrates clear commitment to the organisation's vision and values in all aspects of work 6. Excellent organisation skills. 7. Excellent communication skills (written/oral) 8. Willingness to learn and apply new knowledge 	
Language(s)	Fluent in English (Written and spoke)	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 safeguard and protect populations with whom we work, including adults who may be particularly vulnerable and children. This includes safeguarding from the following conduct by our staff or partners: sexual exploitation and abuse; exploitation, neglect, or abuse of children, adults at risk, or LGBTI	International Medical Corps UK is proud to provide equal employment opportunities to all employees and qualified applicants without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation



	<p>individuals; and any form of trafficking in persons. Staff are also responsible for preventing violations to our Code of Conduct and Ethics, which may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear or are made aware of any violations to the Code of Conduct and Ethics or Safeguarding Policy, you have an obligation to report. Background check will be required for successful candidates.</p>	
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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

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 23 April 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 [31Thttps://www.internationalmedicalcorps.org.uk/privacy-and-cookie-policy31T](https://www.internationalmedicalcorps.org.uk/privacy-and-cookie-policy)