



Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Medical Manager.

Contract type: Full-time.

Duty Station: Northeast Syria (Roving).

Number of Vacancies: 1.

Application Closing Date: October 20, 2026, till 4:00 PM.

JOB SUMMARY

This position will follow-up medical activities in the projects to ensure proper implementation of medical protocols, quality of medical care, analyse statistics, compile reports and supports medical staff involved in service delivery. He/she is the technical reference person for the medical field staff in the country program.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

MAIN TASKS AND RESPONSIBILITIES

- Assesses progress made in health projects and the quality of medical services by visiting regularly the field locations and proposing changes and improvements required to the Medical Director/Medical Coordinator.
- Assess and support the health staff in their activities.
- Compile medical statistics, analyze, check their validity in the field.
- Checks and ensures that all health data management tools are used, and reports are submitted timely.
- Participates in discussions on project implementation, design and proposal development.
- Participates in the surveillance of the health situation for the populations concerned in project locations.
- Participates in epidemiological reports related to health facilities in the area of work of IMC.
- Participates in exploratory or assessment missions and proposes new intervention strategies if necessary.
- Checks and ensures that all IMC's and other international/MOH clinical protocols are followed in service delivery.
- Monitors the rational distribution of medicines and other medical materials and assists in pharmacy management.
- Identify non-medical support needs (material, infrastructure, transport, etc.) for health services and report them to the Medical Coordinator/ Medical Director and respective project manager.
- Checks that the recording of individual patient's card and registration books of all medical activities are performed correctly.
- Checks that all administrative procedures and documents are used correctly at health facilities (discharge, transfer, etc).
- Checks that medical confidentiality and ethics is respected and patients are sufficiently informed about their illnesses and treatments.
- Carry out health training in collaboration with supervisor and other health staff.
- Promotes communication and active participation of all medical staff in the project.

- Reinforces the skills of staff being supervised by identifying training needs and asking for/providing training.
- Participates in timely advertisement of staff being supervised and develop job descriptions.
- Participates in the recruitment and interviews of personnel for health projects.
- Leads and organizes regular team meetings.
- Facilitates the circulation of information and communication within the team and between the team and the ones involved in other activities.
- Carries out annual individual evaluations of staff being supervised under her/his responsibility.
- Support preparing project and other programmatic reports in collaboration with the supervisor.
- Prepare and submit death audits in collaboration with staff and project manager for each death that occurs in an IMC-run facilities.
- Perform any other tasks assigned by the supervisor.

MINIMUM QUALIFICATIONS

- Typically, a medical degree with a valid license to practice and be board certified or equivalent (board eligible). Master's in public health is a plus
- Typically, 5+ years of relevant clinical work post graduate medical experience after graduating, work in low-resource settings preferred.
- Experience in programs relating to primary and secondary health care, maternal and child health, communicable and non-communicable diseases as well as emergency/outbreak response preferable
- Previous NGO experience preferable
- Excellent communications skills, both oral and written.
- Fluency in local languages, fluency in English and other international language is preferred
- Must be good user of MS Officer especially MS Word, PowerPoint and MS Excel.

❖ Salary and Benefits:

- As Per IMC Salary Scale.
- Social Security.
- Medical Insurance.
- Life Insurance.

❖ Ethical Conduct at International Medical Corps:

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our Code of Conduct and Ethics and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our Code of Conduct and Ethics, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritizes safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the Code of Conduct and Ethics, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our Code of Conduct and Ethics and Whistleblower Policy prohibit any form of retaliation against whistleblowers or individuals who report a concern in

good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps.

❖ **About us:**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.

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.

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction.

If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct : www.InternationalMedicalCorps.ethicspoint.com

Please do not submit your CV or application to this website; it will not be considered for review.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY.

This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.

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To apply for this vacancy please click on the following link and fill in the required information:

[Medical Manager-NES\(Roving\)-MM20102026](#)

Alternatively, scan the following QR code by your mobile camera:

