Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Program's Training Assistant

Contract type: Special Service Agreement.

Duty Station: Syria-Tartous

Number of Vacancies: 1

Application Closing Date : November 21, 2026, 4:00PM.

POSITION SUMMARY

The Program Training Assistant will support the planning, coordination, and implementation of program-related training activities, ensuring their effective and timely delivery. This role involves administrative and logistical support, training documentation, data management, and communication with trainers, participants, and relevant program stakeholders

Key Tasks / Deliverables:

- Assist in planning, organizing, and coordinating program training activities.
- Coordinate logistical arrangements for training sessions, workshops, and events.
- Prepare purchase requests (PRs) and other required documentation related to training activities.
- Coordinate with Logistics, Procurement, Finance, HR, and other relevant departments to ensure timely provision of required services and documentation.
- Follow up with the Procurement Department on purchase requests and timely delivery of training materials and supplies.
- Arrange training venues, transportation, accommodation, and catering as required
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Adherence to the policy

- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within the International Medical Corps and among the beneficiaries of its services.
- Adhere to the Code of Conduct, uphold humanitarian principles and respect international humanitarian law, at all times.
- Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and volume of the work assigned and are not necessarily exhaustive .

Required Qualification, Skills, and Experience:

- High school diploma or bachelor's degree in business administration, Management, Education, or a related field is preferred.
- At least one year of relevant experience in administrative support, training coordination, or program activities
- Good organizational, coordination, and time management skills.
- Good communication, interpersonal, and teamwork skills.
- Good computer skills, particularly in Microsoft Office applications (Word, Excel, and PowerPoint).
- Ability to maintain accurate records, organize documentation, and manage multiple tasks.

- Ability to work effectively under pressure, prioritize tasks, and meet deadlines
- .Good written and spoken Arabic; basic English proficiency is an advantage.
- Previous experience with humanitarian organizations is an asset

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.

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

Tartous :
https://enketo.ona.io/x/7jlWOld4