



Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Health Field Site Manager.

Contract type: Full-time.

Duty Station: NWS Office (Idleb).

Number of Vacancies: 1.

Application Closing Date: September 24,2026, 4:00PM.

➤ ***JOB SUMMARY:***

The Health Field Site Manager will be responsible for managing and running the daily activities of the International Medical Corps health project in the area. This position will oversee and manage the field team and health education team working in the area. The Manager will also ensure that health activities are within the approved scope of deliverables and budget as well as ensuring that health interventions adhere to national and international standards.

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

➤ ***MAIN TASKS AND RESPONSIBILITIES:***

Program Management

- Work with the health senior management team to develop Health sector strategy for health programs in the area through identification of program/sector needs.
- Assist the health senior management team in planning for proposals, conducting assessments.
- Oversight of the health and community field team, PHCCs, and other service providers for the implementation of the assigned health activities to ensure that set goals and objectives are met.
- Guide the health team to ensure regular collection of the data and documentation as per grant and reporting requirements.
- Work with the central health team to ensure that all clinics are regularly reporting into the HIS, receiving appropriate training on humanitarian response including detection of Malnutrition, violence against women and girls (VAWG)/CMR, Vaccination, health education, outreach activities and health facilities needs are met
- Work closely with the Community Health team to ensure that the community health program is well integrated with the health program at PHCCs and that community outreach activities are being conducted as planned
- Conduct needs assessments on a regular basis, upon request and in direct coordination with senior health management.
- Work closely with medical team to ensure that diagnostic pre-approvals are compliant with the IMC medical guidelines
- Follow up on all referrals from other stakeholders
- Coordinate with the Logistics team to identify procurement and supply issues related to the health programs and support the identification of corrective actions
- Follow up with pharmacists to ensure that clinic needs in terms of medication, medical supplies, and medical equipment, training, and ventilation system for the pharmacy are met

Technical Oversight

- Work with the field medical team to develop technical protocols and guidelines as needed

- Develop training plans for health care workers including community health workers in coordination with the field health team
- Oversee technical quality of inputs, interventions and reports at field site level
- Directly supervise assigned field health staff to ensure that country program interventions and project objectives are met in accordance with committed standards
- Lead the health staff on medical facility assessments, data quality assurance, analysis and interpretation of data, disease surveillance, emergency preparedness, outbreak response and other relevant subjects related to program management in coordination with the MEAL department and health senior management team
- Work closely with his/her subordinates to undertake ongoing assessments of population needs.
- Provide support in collaboration with other departments in ensuring that all supported health facilities including medical mobile units are equipped and maintained according to the national and global standards
- Review and schedule site visits for monitoring and supervision to ensure quality of services, accurate data collection and verification of pharmaceuticals, supplies and equipment
- Take lead in ensuring that joint monitoring and supervisory visits are planned and executed with relevant government counterparts

Administration and Finance

- Ensure proper documentation for all contracts and payments for service providers in coordination with the senior health management team.
- Prepare expenditure projections for each project activity along with expected targets making sure to update them on a regular basis
- Review Budget vs. Actual expenditure for the health program at his/her respective area monthly with health senior management team and with finance team if needed
- Provide recommendations and interventions to correct any identified deviations (related to compliance, over and under expenditure) that impact budget adherence.

Staff Management

- Organize daily work schedule for the field team according to the agreed work plan, and assign task according to the priorities in implementation
 - Monitor the health team performance according to their assigned tasks and provide regular feed back to the senior health management team
 - Responsible for authorization of recruitment of field health staff and conduct the annual performance evaluation of the field team Coordination and Representation
 - Work closely with central health team in updating, and coordinating the health activities
 - At the regional level, represent IMC to UNHCR, other UN agencies, donors, health cluster, civil society organizations, and governmental authorities, as well as external visitors according to the request and guidance of the health senior management team
 - Attend working group meetings and coordination meetings where requested Reporting
 - Provide accurate regular reports, statistics, and documented results and maintain detailed records of the overall health program activities in the area.
 - Adhere to all of IMC's policies and procedures, including Code of Conduct and Security SOPs Capacity Building
 - Responsible for planning, implementing, and overseeing training initiatives to improve the capacity of the field team in coordination with both field and central technical staff.
- ❖ Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily all inclusive.

➤ **MINIMUM QUALIFICATIONS:**

- Typically, a bachelor's degree in nursing, Pharmacy, Medical Doctor or Health related field. An equivalent combination of relevant education and experience may be substituted as appropriate.
- Master's in public health or master's in healthcare management is desirable.
- Typically, 5+ years of relevant and progressive experience in a management/coordination role within a health delivery and/or public health organization
- Excellent communication skills
- Able to take initiative within a defined framework
- Able to work within a team
- Flexible and creative
- Strong commitment to work
- Able to work under stress
- Strong commitment to the organization and its values
- Experience in a management/coordination role at a health NGO
- Experience with delivery of health services to vulnerable groups
- Core knowledge of public health principles and techniques
- Experience working in refugee response and internally displaced populations
- Working knowledge of the policies and protocols Ministry of Public Health authorities
- Advanced reporting skills both qualitative and quantitative
- Advanced Microsoft excel skills
- Budget management and data analysis skills

➤ **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 transactions.

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.

- **Note:** 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:

[Health Field Site Manager- NWS Office \(Idleb\)-HFM-24092026](#)