Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: IT and Asset Management Assistant**.**

Contract type: Full-time.

Duty Station: Syria (Raqqa).

Number of Vacancies: 1.

Application Closing Date: November 20 ,2026, 4:00PM.

JOB SUMMARY

The IT and Asset Management Assistant maintains the computer networks, provides technical support to International Medical Corps' staff and programs in matters related to inventory and asset management.

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

MAIN TASKS AND RESPONSIBILITIES

IT Activities

- The proper set up, maintenance, repair, deployment, and daily support of various IT systems in a medium to big size Windows environment
- Ensure that all computers (hardware and software), networks, multifunctional printers, and any other IT devices are set up and regularly maintained correctly according to organizational rules and regulations
- Set up and regularly maintain a server network within the office with local and remote access for but not limited to file sharing and back up purposes
- Responsible for training and supporting end-users with computers, printers, mobile devices, and any other IT device as necessary
- Identify qualified outsourced IT services and utilize such whenever necessary in a reasonable and ethical manner

Asset Management

- Record the transfer, donation, and disposal of inventory and assets.
- Maintaining the asset register.
- Preparing tags and pasting them on assets.
- Monitoring the monthly tool and equipment inventories and alerting management if there are any problems.
- Prepare Damaged Broken or Lost report
- Inform management in the event of any asset problems, damage or loss.
- Collect and record all assets details in the CP system and in reports.
- Ensure that documents comply with the internal procedures and donor requirements
- Fill out, classify, and archive the Handover, Waybill, Assets list, and reports forms.

- Ensure the physical count reflects that each asset is tagged with the allocated asset ID.
- Confirm the item manufacturer, origin, description, serial number, model, and that the asset condition matches the asset list entry.
- Asset location, location within site, asset controller and assigned user must be updated accordingly.
- Participate to the quarterly physical inventory with the Country Asset Assistant

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 comprehensive.

MINIMUM QUALIFICATIONS

- Typically, a University Degree in Information Technology or a related field. An appropriate combination of education and experience may be considered.
- At least 1 years' experience or its equivalent combination of education and hands-on experience in IT or a related field. A focus on asset management or network and server systems is a plus.
- Excellent planning capabilities and excellent ability to conceptualize, innovate, plan, and execute ideas and systems
- Ability to multitask, think creatively, and work in an often-stressful environment
- Ability to communicate technical information to non-technical users
- Very good reporting skills in oral and written form including the ability to clearly and concisely express ideas and concepts
- Ability to establish harmonious working relations in an international and multicultural environment
- Languages: Fluent in written and spoken English and relevant local languages
- Excellent knowledge and teaching ability of Microsoft Office 365, Windows 10 and 11

❖ **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.

➢ **Note: If the required number of applicants is met, the link may be closed before the end of the time given for the advertisement.**

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

IT and Asset Management Assistant-Raqqa -ITAA20112026

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