



Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Program Support Officer.

Contract type: Full-time.

Duty Station: Syria (Raqqqa).

Number of Vacancies: 1.

Application Closing Date: May 12, 2026, 4:00 PM.

➤ **JOB SUMMARY :**

At the direction of the supervisor, the primary function of the Program Officer role is to support the country program in the development and implementation of country mission program activities and coordinate with relevant stakeholders.

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

➤ **MAIN TASKS AND RESPONSIBILITIES**

- In close coordination with the supervisor, review existing monitoring and evaluation systems and develop new systems that will ensure quality program implementation and reporting.
- Provide guidance to program staff as required to ensure successful implementation and reporting of programs, grants, and contracts.
- Monitor each project's progress and assist with identifying issues which may affect the quality of program performance and consequent program adjustments.
- Respond to donor inquiries regarding program activities as directed.
- Coordinate the production of various informational grant program-related documents upon request by supervisor or senior management.
- Coordinate weekly meetings with national program staff as directed.
- Support the development of new project proposals for institutional and private donors.
- Contribute to program reporting.
- Identify program funding opportunities and securing donor meetings for Country Director
- Assist field programs when needed.
- Maintain flexibility to take on added responsibility as and when needed.
- Maintain frequent communication with supervisor to ensure program activities and objectives are communicated.
- Interface with national government and relevant agencies as necessary as required.

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, master's degree in public health, International Development and/or in a relevant field of study
- ✓ Two to three years' experience in program design and evaluation, of which at least one year in developing countries or resource deprived environment or equivalent combination of education and experience.
- ✓ Familiarity with international humanitarian operations, coordination structures, and the mandates of donors, UN agencies, and other NGOs
- ✓ Cross-cultural awareness and insight into health care issues
- ✓ Ability to exercise sound judgment and make decisions with limited supervision.
- ✓ Extremely flexible and can cope with stressful situations and frustrations.

- ✓ Ability to relate to and motivate local staff effectively.
- ✓ Creative and able to work with limited resources.
- ✓ Team player and strong communication skills, both oral and written
- ✓ Proficient in computer applications, especially with MS Word and MS Excel, MS PowerPoint a plus
- ✓ Must have excellent English written and oral communication skills and the ability to work collaboratively with other departments within International Medical Corps, donors, non-governmental organizations, and the private sector.

❖ **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:

[Program Support Officer- Syria \(Raqqa\)-PSO-03052026](#)

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

