



Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Programs Assistant.

Contract type: Full Time.

Duty Station: Idleb.

Number of Vacancies: 1.

Application Closing Date: October 08, 2026, 4:00 PM.

➤ **JOB SUMMARY :**

Supports country program team with designated aspects of proposal development, grant management, and overall country mission support.

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

➤ **MAIN TASKS AND RESPONSIBILITIES:**

- ❖ Supports the entire program team with designated aspects of proposal development, grant management, and overall country mission support
- ❖ Serves as the backstop for the country's Program Officers where applicable and as required
- ❖ Maintain country programs filing system
- ❖ Research and compile information on donors and specific calls for proposals 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 comprehensive.

➤ **Required Qualification, Skills, and Experience:**

- ✓ Typical relevant bachelor's or master's Degree
- ✓ Some relevant experience with humanitarian and development sector.
- ✓ Report writing
- ✓ Good research skills
- ✓ Good understanding of international health and development
- ✓ Demonstrates clear commitment to the organization's vision and values in all aspects of work.
- ✓ Excellent organizational skills.
- ✓ Excellent communication skills (written/oral)
- ✓ Willingness to learn and apply new knowledge.

❖ **Salary and Benefits:**

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

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

[Programs Assistant- Idleb Office-PA-15102026](#)