Vacancy Announcement

## Job Description:

**Company**: International Medical Corps.

**Job Title:** WGSS Supervisor (re-advertised).

**Contract type:** Full-time.

**Duty Station**: Syria /Maabada.

**Number of Vacancies**: 1.

**Application Closing Date**: November 10, 2026, till 4:00 PM.

- **JOB SUMMARY**

The WGSS Supervisor will oversee implementation of Women and Girls Safe Spaces (WGSS) in a representative, supervisory and coordinating role. The WGSS Supervisor ensures that WGSS are accountable towards affected populations and operated in line with WGSS principles and objectives.

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 Planning**

- Work closely with VAWG Coordinator/Program Manager/Deputy Manager, staff team, local partners, and community
- stakeholders, as relevant, to plan WGSS.
- Lead assessments as required to identify appropriate locations, modalities, and approaches for WGSS implementation.
- Develop program plans prioritizing involvement of all women and girls.
- Promote consensus decision making within WGSS when planning activities.
- Support design of concept notes and proposals, as relevant

**Capacity Building and Implementation**

- Lead implementation of WGSS, in line with the Women and Girls Safe Spaces Toolkit
- Establish measures to promote women and girls' ownership of WGSS throughout implementation, in collaboration with
- staff and WGSS members.
- Establish and oversee effective feedback and consultation mechanisms.
- Oversee logistics and procurement for WGSS.
- Train and support WGSS Facilitators to lead WGSS activities.
- Build capacity for implementation of specific approaches, where relevant (e.g., Women Rise, Girl Shine)
- Oversee distribution of dignity kits, where relevant
- Support community volunteers engaged for VAWG outreach, where relevant
- Coordinate with VAWG Casework Supervisors/VAWG Caseworkers to ensure safe and effective integration of VAWG case management services into WGSS, as relevant.

**Human Resources Management**

- Recruit and supervise WGSS Facilitators and other staff, as relevant.
- Ensure, as possible, that staffing of WGSS represents broad representation of women and girls in communities.
- Train and coach staff
- Develop support strategies for VAWG staff, foster teambuilding, and support principles of self-care.

**Monitoring and Reporting**

- Seek and analyze WGSS member and community feedback and adapt activities accordingly.
- Oversee data collection of WGSS participation and hosted activities, including appropriate security of any personally identifiable information.
- Coordinate with VAWG Casework Supervisors, where relevant, to ensure WGSS activities are responsive to analysis of VAWG trends and feedback from survivors.
- Monitor and document prevention and risk mitigation program activities.
- Contribute to internal and external reports.

**Coordination and Representation**

- Coordinate regularly with the VAWG Coordinator/Manager/Deputy VAWG Manager and participate, as required, in broader team meetings.
- Coordinate with government focal points, local partners, and women's networks
- Represent WGSS, and member feedback related to women's and girls' risks, opportunities, and needs, as relevant, in coordination meetings and bilaterally, with relevant partners.
- Strengthen referrals between WGSS and other services.
- Promote connection between WGSS and other women's platforms and networks.
- Promote a survivor-centered approach in all internal and external coordination meetings.
- Represent program goals and VAWG standards.

**Security and Conduct**

- Ensure compliance with security protocols and policies.
- Foster a safe and supportive working environment for all VAWG staff and partners.
- Exemplify core principles of VAWG programming, including respect, impartiality, responsible use of power, nonviolence, and promotion of equal treatment regardless of sex.
- Contribute to the positive image and overall credibility of the program and organization, notably through adherence to the
- Code of Conduct and Ethics, including compliance with anti-harassment, safeguarding and PSEA policies.

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**

- VAWG-related experience required; Relevant academic experience preferred.
- Experience facilitating or managing WGSS.
- Demonstrated commitment to core principles of VAWG programming, including equal treatment regardless of sex and survivor-centered support services.
- Familiarity with interagency standards and tools related to WGSS programming.
- Familiarity with VAWG coordination mechanisms, government, and NGO service providers
- Strong communication skills
- Good interpersonal and communication skills
- Ability to exercise sound judgment, remain flexible, and apply experience and guidance to evolving challenges.

❖ **Salar 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:

**Re-advertise-WGSS Supervisor-Maabada -WGSSS10112026**

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

