

**Open to Internal and External Candidates**

Position Title	: Medical Assistant, Data processing
Organizational Unit	: Medical Unit
Duty Station	: Erbil - Iraq
Classification	: General Service Staff, Grade G4
Type of Appointment	: Special Short Term contract (SST)
Duration of Appointment	: Six (6) months with possibility of extension
Closing Date	: 26 <sup>th</sup> May, 2022
Reference Code	: SVN2022/IRQ/119

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

*IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged as well as the Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.*

**Context:**

Under the general guidance of the Chief of Mission (CoM) and the overall supervision of the Migration health officer, technical supervision of the Migration Health Physician and in close coordination with the Senior Medical Assistant, the incumbent will have the following duties and responsibilities:

**Core Functions / Responsibilities:**

The Medical Assistant provides information, relevant to Health Assessment Programs, Applicant processing and other IOM services to the migrants.

1. Perform all the necessary data processing activities of the Migration Health Assessment Centre (MHAC), such as:
  - a. receiving and explaining the registration process to applicants;
  - b. checking applicant's identity;
  - c. entering bio-data of the applicants in the appropriate platform;
  - d. taking photos using webcam and loading the image to the appropriate platform; and,
  - e. printing of medical forms, consent forms and other necessary documents.
2. Receive all completed medical examination forms, x-rays and other documents from Country Offices or Panel Physicians while updating the reception of the same in the database and

- forward for quality check before clearance, if applicable;
3. Prepare, sort and package medical files and other documents during mobile migration health assessment missions where such mobile units are available;
  4. Transmit completed medical forms, DNA packages and other medical documents either by electronic means or by courier services to the various partners. Ensure correct contacts and physical address are used whenever documents are transmitted by courier services and ensure to inform the receiving party of the parcel tracking number electronically;
  5. File incoming/outgoing letters, reports, memoranda, emails faxes as well as IOM documents and forms related to IOM medical issues;
  6. Check, print and make photocopy of bank deposit slips (or other proof of payment). Regularly submit these photocopies to the Administrative/Finance Assistant; and,
  7. Perform such other duties as may be assigned.

Mission-specific tasks:

1. Participate in mobile health assessment missions in the Region to provide Data processing/Database support.

**Qualifications;**

**Education**

- University degree in related field from accredited academic institution with 2 years of relevant professional experience
- Completed High School degree from accredited academic institution with 4 years relevant professional experience.

**Experience**

- Experience in computer data entry, elaboration and analysis or in a call centre in a busy institution, preferably a medical one;
- Typing speed of at least 60 words per minute;
- High computer literacy in Windows and MS Office is mandatory, knowledge of web page design would be an asset;
- Knowledge of medical terminology, as well as previous secretarial and archival experience, an added advantage; and,
- Previous working experience with NGOs or international organizations is an added advantage.
- Certificate in IT/Data entry is an advantage.

**Languages**

- English and Arabic are required.
- Any other language is an advantage.

## ***Required Competencies***

The incumbent is expected to demonstrate the following values and competencies:

- Values - all IOM staff members must abide by and demonstrate these three values:
- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
  
- Core Competencies – behavioural indicators level 1
- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

**IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse**  
*IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).*

## ***Others***

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

## ***How to apply:***

**While this vacancy is open to both Internals and Externals, priority shall be given to qualified Internal applicants.**

Interested candidates are invited to submit their applications via a link:

<https://iraqdatacenter.iom.int/Vacancy/Apply/SVN2022IRQ119>

For an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

## ***Posting period:***

From 12.05.2022 to 26.05.2022