



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Junior Administrative Assistant (2 Positions)**  
Organizational Unit: **Migration Health Division**  
Duty Station: **Baghdad- Iraq**  
Type of Contract: **Sub-Contract to Stars & Orbit**  
Grade: **Equivalent to G3**  
Duration of Appointment: **Six (6) months, with possibility of extension subject to satisfactory performance and funds availability**  
Closing Date: **13<sup>th</sup> July 2022**  
Reference Code: **CFA2022/IRQ/159**

***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, the internal candidates are considered as first-tier candidates.***

#### **Context/Reporting line:**

Under the overall supervision of the Head, Migration Health Division, the administrative supervision of the Head of Sub Office (HoSO) and the direct supervision of the Migration Health Coordinator for Humanitarian Response, the successful candidate will provide support to the TB outbreak response in Iraq. He/She will be responsible for Regularly update the national coordinator and field staff on operational progress and highlight any areas of concern that require a team response. In addition to supporting to the National coordinator on information from the NTPs for reporting and programme management.

#### **Core Functions / Responsibilities**

1. Regularly update the national coordinator and field staff on operational progress and highlight any areas of concern that require a team response. In addition to supporting to the National coordinator on information from the NTPs for reporting and programme management purposes.
2. Actively conduct data validation and cross checking for data received from the NTP and follow up with NTP branches to ensure all the beneficiary services are uploaded, processed and are up to date.
3. Participate in monitoring training and capacity building opportunities as coordinated by the MOH/NTP.
4. Assist in identifying mistakes in information collected and system management, report, and act immediately to solve any issue in close contact with NTP managers and IOM regional coordinators.
5. Support the NTP in the trainings by registration of participants, collection the IDs and distribution of printing material.
6. support the Main NTP in the below implemented activities:
  - a. Central Supervisory visits, including prepare the NTP letters to MOH and other NTP branches, collection all signatures from seniors, and sending to NTP branches in the governorates level. Addition to that collect the document of the visits and share with IOM Regional coordinator.
  - b. Governorate supervisory visit to districts, prepare the NTP letters to NTP branches in the governorates, collecting the documents and the reports to share with IOM regional coordinator for verification.
  - c. Central Lab Supervisory visits: prepare the letter for NRL and send to all lab units in the governorate level and collect the data with documents from lab branches to share with main NRL.

- d. Food packages distribution: assist in collection the names of identified TB patient who will be chosen for getting food package and collecting hard documents of distribution from the governorate.
- e. Sputum sample transport - assist in collection of hard copy format of sputum samples that transported to NRL from the governorate NTP center.
7. Participation in TB screening campaign that been done by Main NTP.
8. Provides support and assistance that required by NTP for the administration and registration.
9. Communicating with all governorates via e-mail and following up on the arrival of official books and informing them of all updates about work to be taken.
10. Follow up the printing of TB printing materials that allocated by the Ministry of Health for NTP and assist in distribution.
11. Participating in awareness campaigns that celebrate the World Tuberculosis Day in IDPs host community locations.
12. Participate in preparing quarterly reports on the activities that accomplished by the Main NTP center in the field of tuberculosis control to be share with MOH.
13. To assist the DOT workers in public relation with District TB and in maintaining updated data base of district and peripheral level.
14. Ensure that follow-up of smear/culture/DST examinations of sputum are carried out as per the DOT worker visit schedule. Take steps for immediate retrieval of defaulters and sharing the report with TB officer; During the intensive phase it should be no later than the day after the default, and during the continuation phase within a week of the default.

## Required Qualifications

### *Education:*

- Bachelor's degree in social sciences or any related field from an accredited academic university or institution.

### *Experience and Skills:*

- At least 1 year of field experience or supporting national or sub-national health programs.
- Demonstrated interpersonal skills and respect for all people.
- Ability to work in a multicultural context as a flexible, respectful, and compassionate team player.
- Ability to gain and build trust with communities and local leaders.
- Experience in health related NTB programs will be an asset.
- Ability to comfortably conduct briefings and lead sessions with a sufficient level of communication and interpersonal skills.

### *Languages:*

- Fluency in English and Arabic is required

### *Behavioral Competencies*

- Work prioritization and ability to multitask.
- Shares knowledge and experience.
- Positive, constructive attitude.
- Ability to work and act under pressure with discretion in politically sensitive environment with a minimum of comfort.
- Responds positively to critical feedback and differing points of view.
- Ready to work independently, under tight deadlines.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Ability to work in a multi-cultural team environment with a positive attitude.
- Highest standards of integrity, discretion and loyalty.
- Strives for supportive working environment and positive working relationship.

- Creates a respectful office environment free of harassment, retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).

***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).*

**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 this link:

<https://jobs.my-soc.org/apply/20220704130003/VctBXifqLgQzd793vhDGY4PoZ>

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

**Posting period:**

From: 04.07.2022 to: 13.07.2022