



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Senior Project Assistant (Migration Health)
Position grade	G6
Duty station	Algiers, Algeria
Position number	
Job family	Migration Management
Organizational unit	Migration Health Division
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Position rated on	May 2021
Reports directly to	Migration Health Officer /TBC
Number of Direct Reports	N/A
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p><i>Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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.</i></p> <p>IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.</p> <p>Working under the overall supervision of the Head of Programmes, and under the direct supervision of the Migration Health Officer, the successful candidate will support the implementation of migration health related activities, including medical services in Algeria.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<p>In particular, the Incumbent will be responsible for the following tasks:</p> <ol style="list-style-type: none">1. Develop and keep up-to-date Health Standard Operating Procedures (SOPs), including SOPs for assistance and referrals of medical cases.2. Train colleagues in compliance to the Health Medical Assistants' SOPs; including medical teams and their daily tasks and attendance and coordinate their shifts and leaves.3. Monitor the delivery of essential health and protection services including safe COVID-19 isolation and quarantine spaces/facilities as required for vulnerable migrants.4. Ensure Fitness To Travel (FTT) for beneficiaries are carried out as required.	

5. Coordinate with the protection and the AVRR units for all Voluntary Humanitarian Returns (VHR) for effective and efficient implementation of multisectoral activities when required.
6. Receive and revise the inventories for medicines, medical supplies and medical equipment in the office, and in a given health facility and manage the stock in coordination with the procurement unit.
7. Assist to implement capacity building for infection prevention and control at Points of Entry (PoE) and compliance with international COVID-19 health regulations.
8. Facilitate referral of patients with moderate to severe medical conditions, including to higher health care facilities.
9. Assist in improving community's awareness of COVID-19 and other outbreak through risk communication and community engagement (RCCE).
10. Oversee the completion of medical forms, including medical documents and ensure they are transmitted to relevant partners, either by electronic means or by courier services in compliance with IOM Data Protection Principles. Verify that 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 as required.
11. Support development of data collection tools, ensure timely and accurate data collection and analysis to prepare and review monthly statistics on Health Services.
12. Prepare purchase request forms for procurement of equipment and working materials for Migration Health Division (MHD) activities.
13. Suggest improvements to strengthen internal control mechanisms; provide inputs for new procedures to complement and/or adapt existing instructions in an effort to achieve streamlining efficiencies.
14. Support setting up of agreements between IOM and health services providers as needed.
15. Perform such other duties as may be assigned.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

- University Degree in Public Health or related discipline from an accredited academic institution with four years of relevant professional experience;

EXPERIENCE

- Experience in public health projects implementation in Algeria;
- Experience in organizing trainings;

<ul style="list-style-type: none"> • Experience in assisting migrants is an added advantage. • Experience with NGOs or international organizations is an added advantage. 	
SKILLS	
<ul style="list-style-type: none"> • Excellent communication and negotiation skills, personal commitment, efficiency and flexibility; • Excellent organizational skills; • Excellent computer skills and a high level of proficiency in spreadsheet (Excel), database applications, and data collection tools; • Computer/software literate, preferably knowledgeable in Microsoft Office, particularly Microsoft Excel, and survey tools (Kobo), are and an advantage; • Strong written and verbal communication skills. 	
V. LANGUAGES	
Required <i>(specify the required knowledge)</i>	Desirable
Fluency in English and French (oral and written).	Working knowledge of Arabic
VI. COMPETENCIES¹	
<p>The incumbent is expected to demonstrate the following values and competencies:</p> <p>Values - all IOM staff members must abide by and demonstrate these three values:</p> <ul style="list-style-type: none"> • <u>Inclusion and respect for diversity</u>: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. • <u>Integrity and transparency</u>: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct. • <u>Professionalism</u>: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges. <p>Core Competencies – behavioural indicators <i>level 3</i></p> <ul style="list-style-type: none"> • <u>Teamwork</u>: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results. • <u>Delivering results</u>: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes. • <u>Managing and sharing knowledge</u>: continuously seeks to learn, share knowledge and innovate. • <u>Accountability</u>: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work. 	

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Managerial Competencies – behavioural indicators *level 3*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

SIGNATURES:

Notes:

Appointment is subject to funding confirmation.

The appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

How to apply:

Interested national candidates or candidates holding the Algerian residence and valid working permit are invited to submit their applications via email to hralgiers@iom.int by 17/6/2021 at the latest, referring to VN /2021/001

In order for an application to be considered valid, IOM only accepts documentation duly completed (resume and intention letter).

Only shortlisted candidates will be contacted.

POSTING PERIOD: 03/6/2021 to 17/6/2021