



IOM International Organization for Migration

Position Title : **Admin/Data Processing Assistant, MHD**
Duty Station : **Moscow, Russian Federation**
Classification : **Employee, Grade 4**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **December 16th, 2016**

Reference Code : **VN 2016/34 (E) Admin/Data Processing Assistant, MHD**

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 work environment. 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.

Core Functions / Responsibilities:

Under the overall supervision of the Chief Migration Health Physician, technical guidance of Health Data Processing Team Leader and direct supervision of the Senior Database Specialist (SDBS) the successful candidate will be responsible for providing effective data processing support predominantly to resettlement health activities in the USRAP Eurasia Region:

- Assist SDBS and MHD team in data processing activities, particularly his/her duties shall include: collecting and encoding bio & medical data, uploading/downloading, scanning, filing/storing and dispatching DS and other medical forms of refugees and migrants to respective entities, contribute to MH reporting;
- Assist SDBS in registration of clients' bio-data in various medical databases and provision of precise referrals to the IOM clinics for further out-processing activities;
- Assist in internal and external communication and dispatch procedures, reflect in communication logbooks;
- Maintain confidentiality of migrants' personal and health data, medical documentation, assist in safe-keeping of medical files assist in identification of programme beneficiaries and fraud prevention;

- Assist in pre- departure activities by preparing relevant medical reports and documentation, assisting with timely communication to concerned parties including refugees, arranging and filing medical documents;
- Assist USRAP migrants by providing precise information on the health assessment processes, time-lines and furtherance if required;
- Assist in organizing follow-up examinations upon request of Migration health Physicians (MHPs);
- Assist SDBS in translating medical documentation from Russian into English
- Assist with selected administrative activities in absence of other Administrative Assistants or as required.
- Any other duties which may be assigned by the Supervisor.

Required Qualifications and Experience

Education

- Bachelors or Equivalent or Higher in Information Technology or a related field from an accredited academic institution, with two years of relevant professional experience, preferably in administrative support or similar roles; or
- Completed High School degree/Certificate from an accredited academic institution, with four years of relevant professional experience.

Experience

- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint, Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word.
- Previous work experience in international organizations and exposure to migrant service operations are necessary requirements.

Languages

Fluency in English, and Russian is required.

Required Competencies

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;

- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

Other

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 the country 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 and work permit, as applicable.

As part of an employee's conditions of employment, the Police Certificate Clearance (Справка о несудимости) shall be required prior to commencing your role with IOM Moscow.

How to apply:

Interested candidates are invited to submit their applications on IOM Personal History Form (enclosed) to MoscowHR@iom.int by December 16th, 2016 at the latest, referring to this advertisement.

In order for an application to be considered valid, IOM only accepts IOM Personal History Form duly completed in English.

Only shortlisted candidates will be contacted.

Posting period:

From 02.12.2016 to 16.12.2016

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