



IOM International Organization for Migration

Position Title : **Data Entry and Clinic Assistant**  
Duty Station : **IOM Moscow, Russian Federation**  
Classification : **General Service Staff, Grade G4**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **April 11th, 2017**

Reference Code : **VN 02/2017 (E)**

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. 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 overall supervision of the **Migration Health Officer** and the direct supervision of the Health Data Processing Unit (HDPU) Team Leader, the successful candidate will be responsible for providing effective and efficient administrative support to **Health Data Processing Unit (HDPU)**.

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

- Provide information relevant to health assessment processing to the migrants either by phone or personally.
- Assure appropriate and well-coordinated and controlled health processing; provide guidance on the procedure of the migration health assessment.
- Register the migrants in the IOM database, schedule and confirm medical appointments and receive and communicate messages for medical staff and beneficiaries.
- Inform the applicants about need for additional investigations (if not done by the Migration Health Physician/Nurse) and make appointments for these investigations.
- Review documents and/or requests from applicants to ensure they are eligible for medical processing in MHD.

- Register migrants/ refugees for producing medical forms, documents and enter health info as required into medical form and appropriate databases (Global software, Mimosa and others).
- Provide oral and informal written translation and interpretation services as necessary and requested.
- Follow up as necessary for compliance and reporting. Maintain and ensure confidentiality of all clients records and matters, in line with Programs SOPs and organization's code of conduct.
- Establish and maintain various internal office administrative support procedures such as document tracking and filing and monthly reporting.
- Maintain confidentiality and security of health data and other confidential information including immigration status and personal details migrant beneficiaries.
- Assist in maintaining in order the e-archive system for medical files, blood test results, follow-ups.
- Assist the MHD programmes and Projects in routine reporting and making special reports as requested by the Head of Data Processing Unit.
- Perform any other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- University diploma in Information Management Systems or Business Administration or its equivalent from an accredited academic institution, with two years of relevant professional experience, preferably in administrative support or similar roles; or
- Completed High School degree 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 companies would be an advantage.
- Prior experience maintaining websites using content management solutions would be an advantage.

### **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 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:***

Interested candidates are invited to submit their applications to Moscow HR at [MoscowHR@iom.int](mailto:MoscowHR@iom.int) by April 11<sup>th</sup>, 2017 at the latest, referring to this advertisement.

In order for an application to be considered valid, IOM only accepts profiles duly completed in English at IOM Personnel History Form format attached herewith.

Only shortlisted candidates will be contacted.

### ***Posting period:***

From 29.03.2017 to 11.04.2017