



IOM International Organization for Migration

## Call for Applications

Position Title : **External Medical Escort (Nurse)  
3 positions**  
Duty Station : **Moscow, Russian Federation**  
Classification : **Non-Staff, Escort**  
Type of Appointment : **Medical Escort contract**  
Estimated Start Date : **As soon as possible**

Closing Date : **24 August 2017**  
Reference code : **CFA 2017/04; CFA 2017/05; CFA 2017/06**

*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.*

### **Context:**

Under the overall guidance of the Director for Migration Health Services in Geneva, the direct supervision of the Chief Migration Health Officer in IOM Moscow, and the supervision of the IOM Chief of Mission, the incumbent will provide health assistance to the migrants during all phases of their journey under IOM care, which would include medical escort, operational support, pre-departure health checks and general assistance such as seating, help with meals and attending to personal hygiene.

The Medical Escort is expected to carry out his/her duties in accordance with strictest moral and ethical standards and with due respect for gender and socio-cultural differences of the migrants. The Medical Escort is likewise responsible for having a valid external passport (validity of which should be not less than six months remaining):

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

- Receive the migrant(s) at the Receiving Point in the Country of Departure, provide the migrant(s) with escort services throughout the journey, and handover the migrant(s) to the designated Receiving Party at the designated place in the Country of Destination.
- Reviews all files of beneficiaries known to have significant medical conditions and communicating the findings with the IOM physician.
- Medical Escort (and/or the attending medical personnel) completes the airlines' MEDIF form in case in-flight special services are required. MEDIF

forms are usually submitted at least 2 weeks in advance for review/approval by the Airlines' medical staff.

- Ensures that special services (i.e. medications, oxygen, stretcher, others) needed are available; again, special equipment/facilities may require up to two weeks notice to airlines.
- Responsible for bringing a medical escort kit, with additional medications and medical equipment related to specific needs of the travelling migrants. The escort is expected to return the kit upon completion of tasks and maintain an accurate inventory of supplies used during travel and inform IOM at the base mission accordingly.
- The escort should introduce him/herself to cabin staff, advising that he/she will be available to assist in any way at all with migrants during travel particularly in case of large groups and when no other IOM operation escort staff is/are on board. It is important for medical escorts to understand that their responsibility might not be limited to the medical care of the escorted migrant but that can be extended to general in-flight and on-the-ground support to passengers travelling under the auspices of IOM as circumstances allow.
- Ensures that the to-be-escorted individual and other IOM passengers are fit for travel and do not pose any health threat to other passengers on the aircraft.
- Reserves the right to cancel any persons from a flight after evaluating the clinical condition of the migrant in coordination with the IOM physician. The medical escort should immediately notify the IOM Migration Health Services Unit and the Operations staff of such events that may cause delays/alterations of the operation as planned.
- Attends to the escorted migrants' in-flight and disembarkation needs up to the final destination.
- Ensures of having obtained the emergency phone numbers/ addresses of IOM offices and/or operations staff at the port of entry/final destination for any required medical and operation assistance.
- In case there is no IOM operations staff assisting the medical escort, he/she should obtain the necessary address of hospitals/health centres at the destination/port of entry for any unforeseen event.
- Endorses the escorted migrant to his/her family, representative from the sponsoring volunteer agency, or the IOM Operations staff, or appropriate health care personnel at the final destination and obtain written evidence of the hand-over.
- Upon handover of the migrant(s) to the receiving party, get the signature from the receiving party to Migrant Handover Notification filled in and signed by the medical escort.
- Submits a completed Medical Flight Report Form and Migrant Handover Notification to the IOM Mission and the relevant MHS Unit involved within 2 days after the completion of tasks.
- Performs other duties as assigned

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

Mandatory Readings:

1. Section 4 “Health Aspects of Movement Operations” in the IOM Migration Health Services Medical Manual (2001 Edition)
2. IOM Guidelines for Medical Escorts (1993), under revision

Diploma in Nursing from the recognised institution with valid attestation in emergency care, psychiatry or paediatrics. Valid certificate in basic and advanced life support care is mandatory. Three years of professional experience in a busy health institution.

## **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.

***How to apply:***

Interested candidates are invited to submit their applications in IOM Personal History Form (enclosed) in English to [jobsmoscow@iom.int](mailto:jobsmoscow@iom.int) by August 24<sup>th</sup>, 2017 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

***Posting period:***

From 10.08.2017-24.08.2017

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