



IOM International Organization for Migration

Position Title : **MH Data Entry and Polyclinic Assistant  
(non-staff)**  
Duty Station : **Moscow, Russian Federation**  
Classification : **Non-Staff, Ungraded**  
Type of Appointment : **Special Short Term Hourly contract, three months with  
possibility of extension**  
Estimated Start Date : **As soon as possible**  
  
Closing Date : **February 14th<sup>th</sup>, 2018**  
Reference code: **VN 01/2018**

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 supervision of the Migration Health Officer) and direct supervision of the Health Data Processing (HDP) Team Leader and/or MHP (Clinical)/Team Leader the incumbent shall perform the following duties established as follows

**Core Functions / Responsibilities:**

MH Data Entry:

1. Review applicants' documents to ensure they are eligible for medical processing in MHD.
2. Review applicants' vaccination records and prescribe additional/missing vaccinations.
3. Register the migrants in MiMosa, E-medical and UKTB databases, schedule and confirm medical appointments to beneficiaries and medical staff.
4. Provide information relevant to health assessment processing in person or by phone.
5. When required, schedule additional investigations for the applicants and consult them on the process.
6. Administer refunds and requests for payment of additional services.
7. Prepare documents for relevant Immigration Departments, Visa offices, Embassies. Assure accuracy and timeliness of documentation processing. Maintain confidentiality of clients' records and personal data.
8. Assist in health documentation storage and handling electronic archive.
9. Assist in preparing health / medical reports and statistics.

10. Perform any other duties assigned by the direct supervisor and/or the CMHO.

Polyclinic Assistant:

11. Meet migrant beneficiaries undergoing health assessment at IOM Clinic; assure appropriate, timely and well-coordinated health processing.
12. Verify applicants' data entry in MHD databases, correct any discrepancies.
13. Accompany clients to the X-ray and urine collection, assure their correct identification.
14. Assist in preparation of medical documentation, issuing medical certificate with required stamps and holograms. Assist in CD recording and storage of applicants' X-ray images.
15. Assist MHP in organizing follow-up examinations.
16. Assist Clinical team in handling medical statistics and reporting. Replace IOM Clinic administrative staff in their absence.
17. Assist with inventory of Clinic stock when required.
18. Perform any other task as assigned by Clinic staff.

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

High School Degree/Certificate and 4 years of relevant professional experience or Bachelor's/Equivalent or Higher Degree and two years of relevant professional experience.

### **Languages**

Good knowledge of English 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 [MoscowHR@iom.int](mailto:MoscowHR@iom.int) by February 14th, 2018 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

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

From 31.01.2018 to 14.02.2018