



IOM International Organization for Migration

Position Title : **Clinic Administrative Assistant**
Duty Station : **Moscow, Russian Federation**
Classification : **General Service Staff, Grade 4**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **November 8th, 2018**

Reference Code : **VN 2018/06 (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 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.

Context:

Under the overall supervision of the Chief Migration Health Officer with Regional Functions and direct supervision of the Migration Health Physician in Charge of Clinic Extension (MHP/CE) the successful candidate will be responsible for providing effective and efficient administrative support to Migration Health Department:

Core Functions / Responsibilities:

- Assist the MHP/CE in coordinating health assessments activities at the polyclinic on a daily basis, communicating with the relevant parties on scheduling appointments and transmission of medical documentation;
- Assist migrants by providing precise information on the health assessment processes, time-lines and furtherance; accompany migrants to the X-ray and laboratory departments as required;
- Assist in maintaining confidentiality of migrants' personal and health related information; assist with safe-keeping of medical documentation;
- Assist MHP/CE in registration of IOM migrant beneficiaries into the database, that includes verification of documents, migrants' identity, photo taking and upload of bio data;
- Monitor stages of medical processing and schedules related to health assessments as required;
- Assist MHP/CE in arranging medical documentation, printing medical forms, uploading medical results, issuing medical certificate with required stamps and holograms;
- Assist MHP/CE in organizing follow-up examinations;

- Assist MHP/CE in producing monthly medical statistics and reporting;
- Assist Clinic Team in ordering expendables on a monthly basis and keeping record of equipment and expendables at the clinic;
- Report any technical constraints and processing insufficiencies to the supervisor when identified;
- Assist clinical team with timely production of digital copies of radiology images and storage of related health data during absence of Clinic Technical Assistant or as required.
- Any other duties which may be assigned by the supervisors.

Required Qualifications and Experience

Education

- University degree in Business Administration 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 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

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators level 1

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.

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

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 on IOM Personal History Form (enclosed) to MoscowHR@iom.int by November 8th, 2018 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:

26.10.2018-08.11.2018

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