

# Job Description

## Introduction

Established in 1951, IOM is a Related Organization of the United Nations and the leading UN agency in the field of migration. Working closely with governmental, intergovernmental and non-governmental partners, IOM promotes humane and orderly migration for the benefit of all. It saves lives and protects people on the move, drives solutions to displacement, and facilitates pathways for regular migration, while providing services and advice to governments and migrants.

IOM is committed to fostering a respectful, inclusive and supportive workplace where all employees can thrive professionally and feel valued. By creating such an environment, IOM aims to better harness the full potential of migration and strengthen its support to people on the move.

IOM invites candidates from diverse backgrounds to apply and provides reasonable accommodation throughout the recruitment process when required. Learn more about IOM's workplace culture at [IOM workplace culture | International Organization for Migration](#)

Applications are welcome from internal and external candidates. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process. For the purpose of this vacancy, internal and internal-equivalent candidates as well as external women candidates are considered as first-tier candidates.

## Organizational Context and Scope

Under the overall supervision of the Chief of Mission (CoM) and the direct supervision of the Chief

Migration Health Officer, the successful candidate will be responsible for the carrying out

the following

duties and responsibilities in relation to the Migration Health Assessment Centre (MHAC) in Abuja, Nigeria.

## **Responsibilities**

Responsibilities and Accountabilities:

1. Ensure the efficient daily operations of the Migration Health Assessment Center (MHAC), in close coordination with the Chief Migration Health Officer (CMHO).
2. Conduct the CITY MHAC's migration health assessment process to fulfil the technical requirements of the resettlement countries in the areas of:
  - a) medical examinations;
  - b) Imaging;
  - c) Laboratory testing;
  - d) Vaccinations;
  - e) TB management;
  - f) Treatment and referrals;
  - g) Pre-departure procedures and medical movements;
  - h) Documentation, certification and information transmission; and,
  - i) Other technical areas as may be required
3. Ensure proper identification of refugees and migrants during the health assessment and record all relevant health information in standard forms; ensuring completeness and accuracy of the recorded information.
4. Perform treatment for TB and sexually transmitted infections and provide support to the HIV and counselling activities. Oversee and coordinate the management of TB cases to ensure effective TB treatment.
5. Oversee and coordinate accurate and effective provision of immunization and presumptive treatment programmes in full compliance with the technical guidelines and protocols of the resettlement countries. Assist CMHO in monitoring, supervising and educating all staff in the delivery of these programmes.
6. Contribute to and maintain a system of quality improvement for each service area within the MHAC. Undertake quality control activities on a regular basis, including

practice observation, desk audits and use of self-assessment tools. Use data analysis and web reporting system to monitor performance indicators. Ensure implementation of the global IOM Standard Operating Procedures (SOPs); create and implement CITY MHAC specific SOPs for each service area. Ensure proper reporting and management of incidents according to the Guidance Note for Incident Management.

7. Organize systematic collection, processing and analyses of migration health data according to guidelines established by the CMHO. Ensure data quality. Provide periodic, as well as ad-hoc reporting to the CMHO for Migration Health activities.

8. Ensure that all data related to health assessment programmes is appropriately entered to Migrant Management Operational System Application (MiMOSA) and other related databases.

9. Oversee the financial aspects of the MHAC in close coordination with the mission's finance staff: supervise budget preparation, suggest adjustments and cost-effective solutions, and review financial reports.

10. Provide oversight and coordinate the procurement of medical equipment, vaccines, medications and other medical supplies in coordination with the CMHO and the Resource Management Unit.

11. Perform such other duties as may be assigned by the Supervisor.

## **Qualifications**

### **Required Qualifications and Experience**

#### **Education**

- University degree in Medicine from an accredited academic institution with at least four years of professional work experience.
- Valid license to practice within country is mandatory.

Accredited Universities are those listed in the UNESCO World Higher Education Database.

#### **Experience**

- Professional continuous clinical experience, preferably in a multidisciplinary hospital setting. The last clinical posting should be within the last three years.
- Good knowledge of clinical medicine;
- Excellent bedside manner;
- Knowledge of patient safety and infection prevention and control;
- Proven expertise or post-graduate diploma/degree in clinical specialization in the fields of pediatrics, pulmonology, or emergency medicine is an advantage.
- Proven expertise or post-graduate diploma/degree in clinical specialization in the fields of internal medicine is an advantage.
- Proven clinical expertise and/or specialization in public health, health care administration, or healthcare management is an advantage.
- Proven master trainer experience is an advantage.

### **Skills**

- Organizational skills;
- Communication skills.

### **Languages**

For all applicants, fluency in English Language is required in both (oral and written) and knowledgeable in either of the Local Languages in Nigeria.

### **Required Competencies**

IOM's competency framework can be found at this link. Competencies will be assessed during the selection process.

**Values** - all IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

- **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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

### **Core Competencies – behavioral indicators Level 2**

- **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 actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

### **Managerial Competencies – behavioral indicators Level 2, if with direct reports**

- **Leadership:** Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.

- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.