

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](#) are considered as first-tier candidates.

Organizational Context and Scope

Under the overall supervision of the Chief of Mission in Guinea and direct supervision of the National Public Health Coordinator and, in collaboration with relevant units at the country office, the project Assistant will be responsible for the implementation of public health activities in his/her duty station.

Responsibilities

1. Coordinate the day-to-day implementation, monitoring and follow-up of public health project activities in the assigned duty station, with particular attention to International Health Regulations(IHR), disease surveillance, outbreak preparedness and response, immunization support, and strengthening of public health capacities at points of entry and border communities.
2. Support the development, updating and operationalization of activity workplans, implementation schedules, mission plans and monitoring tools, and follow up with relevant internal units and external counterparts to ensure timely delivery of planned activities.
3. Liaise regularly with the Ministry of Health and Public Hygiene, ANSS, DNELM, PEV, Prefectoral and Regional Health Directorates, local authorities, United Nations agencies, NGOs and other partners to facilitate coordination, information sharing and smooth implementation of project activities at field level.
4. Coordinate the collection, verification, compilation and preliminary analysis of project data, ensuring consistency, completeness and quality of information received from field teams, health facilities, points of entry and implementing partners.
5. Prepare and maintain updated databases, activity trackers, dashboards, statistical tables and other information management tools to support Programme monitoring, evidence-based decision-making and timely reporting.
6. Draft, consolidate and review inputs for periodic project updates, donor reports, situation reports, briefing notes, meeting minutes, visibility materials, presentations and other technical or administrative documentation related to public health activities.
7. Provide administrative, logistical and operational coordination for trainings, workshops, simulation exercises, community engagement activities, field missions and coordination meetings, ensuring that required documentation, procurement, travel and financial processes are initiated and followed up in a timely manner.
8. Monitor the implementation of assigned activities against approved workplans and budgets, track expenditures and commitments in coordination with relevant finance, procurement and programme staff, and flag delays, gaps or compliance issues to the supervisor for corrective action.
9. Provide technical and operational guidance to field staff, community workers, consultants and implementing partners involved in project activities, and support the review of their deliverables to ensure alignment with agreed standards, timelines and project objectives.
10. Participate in field monitoring visits and joint supervision missions to assess progress, document achievements and challenges, collect feedback from stakeholders and beneficiaries, and propose practical measures to improve implementation quality and effectiveness.
11. Support public health emergency preparedness and response activities, including rapid assessments, coordination with local response actors, deployment of supplies, risk communication, community engagement, documentation and reporting of field-level response actions.
12. Contribute to the preparation of project proposals, concept notes, terms of reference, budgets and planning documents by compiling background information, identifying field-level needs and lessons learned, and providing technical and operational inputs.
13. Ensure proper filing, archiving and retrieval of project documents, reports, attendance lists, mission reports, procurement records and other relevant materials in accordance with IOM procedures and donor requirements.

14. Facilitate regular information exchange between public health projects and other IOM programme units, including emergency response, migration management, operations, procurement, finance and communications, to promote coherence, complementarity and institutional visibility.
15. Perform such other related duties as may be assigned.

Qualifications

Required Qualifications and Experience

Education

- School diploma with four years of relevant experience in public health, health programmes, community development, or related fields; or
- Bachelor's degree in Public Health, Medicine, Social or Development Sciences, or a related field from an accredited academic institution with two (02) years of relevant professional experience.

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

Experience

- Experience in liaising with governmental public health authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Good knowledge of the Guinean health system and experience interacting with governmental or institutional counterparts.
- Practical experience in data entry, basic data management, and use of computer applications (e.g., MS Office, information systems).
- Experience working with international organizations, NGOs, or government institutions in a multicultural environment, and familiarity with vulnerable or mobile populations is an advantage.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

In depth knowledge of Public health activities such as immunization;

Knowledge of UN and bilateral donor programming

Languages

All IOM staff members in all categories are required to be fluent in one of the IOM's official languages (English, French, Spanish).

For this position, all applicants, fluency in French, is required (oral and written) and National language is an advantage

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

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 – behavioural 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 – behavioural 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.