

Job Description

Under the overall supervision of the IOM Tunisia Chief of Mission, the Migration Health Officer and the direct supervision of the Senior Project Associate Migration Health, the successful candidate will support the administrative work related to Migration Health Division.

Responsibilities

- Support the Migration Health Division in the administrative and logistics aspects of project implementation. in compliance with IOM's standards and procedures, as well as donors' requirements.
- Assist in managing financial resources by tracking assets, reserves, medications stock, supplies, etc. in accordance with IOM rules and regulations.
- Prepare purchase requests and support the submission of financial documents in relation with direct assistance to vulnerable migrants, and management of the medical team petit cash used for medical referrals on the Online Invoice Payable App (OIPA).
- Assist the implementation of outreach health activities including events organization and logistics.
- Compile medical case reports and maintain case files for each beneficiary assisted and prepare statistical reports as requested, while adhering to IOM data protection standards; and ensuring that all assistance to beneficiaries is recorded on the IOM Migrant Management & Operational System (MiMosa), MHD Kobo tracker and matrices to the donor.
- Ensure timely dispatching and sharing of Excel sheets containing appointment schedules to the medical team.
- Verify data accuracy and distribute appointment lists to the appropriate personnel.
- Keep staff members informed of data distribution updates and maintain up-to-date lists.
- Liaise with other teams to receive referrals and tasks lists, contributing to a seamless collaboration.
- Support in contacting beneficiaries for appointments.
- Perform such other duties as may be assigned by the supervisors.

Qualifications

- Education:
Bachelor's degree in business management or related fields from an accredited academic institution with minimum two years of proven professional experience as a Medical Admin Assistant, Medical Secretary, Medical Claim Reviewer, etc., or High School diploma from an accredited academic institution with minimum four years of proven professional experience as a Medical Admin Assistant, Medical Secretary, Medical Claim Reviewer, etc.
- Experience:
 1. Knowledge of medical office management systems and procedures
 2. Experience in the use of Microsoft Suite
 3. Considerable experience in the use of Excel sheets.
 4. Previous work experience with international humanitarian organizations, governmental institutions/organizations in a multicultural context is an advantage.
 5. A good understanding of medical terminologies and/or migration issues, in particular rights and protection of migrants, is an advantage.
 6. Ability to work independently and collaboratively in a fast-paced environment.
 7. High level of integrity and commitment to data accuracy.
- Languages

Required : Fluency in Arabic and French is required

Desirable : Good knowledge of English

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 (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 actions and delegated work.

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

Required Skills

Excellent time management skills

Social perceptiveness and service oriented

Strong organizational and planning skills

communication

migration context

- Excellent written and verbal communication skills

- Strong knowledge of computer applications, especially MS Word, Excel, Outlook and Access.