



IOM International Organization for Migration
سازمان بین المللی مهاجرت
د مهاجرت نړیوال سازمان

VACANCY NOTICE

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Title: Senior Migration Health Programme Assistant
Location: Kabul, Afghanistan
Duration: 6 months with possibility of extension
Vacancy No VN-KBL-033/17
Grade: G 6
No. Position: 1
Gender: (Male or Female) (Female candidates are highly encouraged to apply)
Contract Type: Out-Sourced through private sector
Date: 03 August 2017
Closing Date 16 August 2017

II. ORGANIZATIONAL CONTEXT AND SCOPE

Under the overall guidance of the Senior Programme Coordinator and in coordination with the Regional Migration Health Adviser at the IOM Regional Office for Asia and the Pacific and the CBRR Programme Manager, the incumbent is responsible for supporting the development of coherent and harmonized migration health programming under the Cross Border Return and Reintegration Programme which provides direct assistance including medical care to regional Afghan returnees.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

1. Develop, implement and monitor the administrative and operational activities of migration health activities under the CBRR programme and all other health related programmes which may be developed.
2. Undertake frequent monthly duty travel to the provinces and border crossings where CBRR is in operation. Carry out regular operational reviews and initiate and finalize harmonization process between Transit Centers. Assist the Migration Health Officer (IOM medical professional on temporary mission to Afghanistan) in development of SOPs and support future IOM Migration Health Division visiting experts.
3. Assist the Program Manager to locate and analyses specific migration health related data, and prepare reports and analyses relevant to proposed projects. Identify and develop specific programme components including selection of operational plans and approaches, identification of project partners, and monitoring and evaluation mechanisms.

IOM Kabul

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Email: iomkabul@iom.int Internet: www.iom.int

4. Assist the Senior Programme Coordinator and Project Manager to identify new migration health project opportunities, and describe and justify project possibilities consistent with approved programmes and ongoing activities. Review country and/or regional activities and recommend programme improvements.
5. Exchange health related information and develop schedules, arrangements and methods required for project formulation and implementation management with government authorities, core health partners including the health cluster, implementing partners, project staff and relevant headquarters/regional office units and/or missions.
6. Assist the Program Manger to monitor and expedite health related programme activities through discussions and correspondence with project staff, as well as with government authorities and project partners, and through field and project visits, analysis of periodic project progress reports, and participation in reviews and mid-term project evaluations. Utilize information obtained as an input to corrective decision-making and revisions.
7. Prepare and contribute to regular implementation reports, progress reports, periodic and components of final donor reports, and budgetary expenditure and results reports, as well as programme summaries, press releases and other materials or correspondence relevant to ongoing health related activities.
8. Assist and participate in the development and maintenance of health related databases and other information management/reporting systems.
9. Regular participation in the national Health Cluster in Kabul as well as in health related seminars and other fora. Organize and conduct briefings particularly in connection with project development and maximizing project performance levels.
10. Perform other related duties as may be assigned.

IV. COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioral competencies

Behavioral

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work

- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments and setbacks

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests
- Articulates vision to motivate colleagues and follows through with commitments

Performance Management

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technological Awareness

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

Resource Mobilization

- Establishes realistic resource requirements to meet IOM needs

Technical

- Effectively applies knowledge of migration issues within organizational context
- Correctly frames migration health issues within their regional, global, and political context
- Familiarity with computer programs, including MS Office Suite, SPSS and Epi-Info

V. EDUCATION AND EXPERIENCE

- Completed Bachelor's degree from an accredited academic institution, preferably in Medical, Public Health or other social sciences; post-graduate/medical degree preferred
- Six years work experience in project development, project management, database management or in project monitoring and evaluation in the field of medicine, public health and/or migration health with experience working in a government ministry,

the UN, or an international non-profit environment

- Familiarity with migration and health topics; experience in data collection and analysis

VI. LANGUAGES

Required

English	Fluent with advanced writing skills
Dari	Fluent
Pashto	Fluent

Method of Application:

Interested applicants are invited to send their English language curriculum vitae (CV) to the following two (2) e-mail addresses:

career.ctg@gmail.com;

applications4@iom.int

No later than **16 August 2017**, referring to this advertisement quoting the above vacancy notice number. Candidates holding IOM contracts should submit the internal application form. Sending your curriculum vitae to both e-mail addresses is mandatory, applicants who fail to do so will not be considered.

Note: We do not accept hard copies.