



IOM International Organization for Migration

## SHORT VACANCY NOTICE

**Open to Internal & External Candidates**

Position : **NATIONAL MIGRATION HEALTH PHYSICIAN**  
Organizational Unit : **Migration Health Assessment Center (MHAC)**  
Duty Station : **Abuja**  
IOM Classification : **NOA**  
Type of Appointment : **Special Short Term (SST) 6 months with possibility of extension**  
SVN No. : **SVN2018/100**  
Estimated Start Date : **As soon as possible**  
Closing Date : **24<sup>th</sup> October, 2018**

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 environment. Internal candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### ***Context:***

Working under the overall supervision of the IOM Chief of Mission for administrative matters, and the direct supervision of the Migration Health Officer of the IOM Abuja office for technical matters, the National Migration Health Physician will be responsible for providing clinical, administrative and project management support for migration health assessments and treatment of migrants assisted by the Organization. He/she will:

### ***Core Functions / Responsibilities:***

1. Assist to coordinate and manage all the migration health activities in IOM Abuja. This includes but not limited to logistic preparation for medical examination, handling and safekeeping of individual medical files, collection of biodata and medical history, physical examination, ensuring identity checks of the applicants and confidentiality of information throughout the examination process.
2. Supervise clinical and non-clinical staff to ensure all migration health activities are performed in an effective and efficiency manner.
3. Perform migration health assessment of migrants (refugees and non-refugee immigrants) according to the country- specific immigration medical technical instructions and guidelines.
4. Assist to ensure proper identification and coding of biological samples, maintain strict client confidentiality, liaise with various health service providers to facilitate handling of biological samples, and coordinate the procedures and supervision of the collection of sputum samples for TB investigations.
5. Review chest x-ray films, radiologist's reports and laboratory reports and ensure medical forms are completed as per the technical guidelines.

6. Counsel applicants with chest x-ray findings consistent with active or inactive TB and explain diagnostic procedures for TB investigations.
7. Inform applicants about clinically significant chest x-ray findings not compatible with tuberculosis and suggest follow up.
8. Counsel applicants diagnosed with tuberculosis and refer them for treatment to the institutions of the National TB Control Program or MHAC DOT Unit and ensure proper TB treatment follow up. Provide applicants with a referral letter, copy of chest x-ray and copy of laboratory results.
9. Counsel and refer family contacts of applicants with infectious tuberculosis for further investigation.
10. Assist to review and sign certificates for eligible applicants.
11. Assist with applicant registration and data entry into the appropriate IOM Global Software, if so required.
12. Assist with the quality control/quality assurance by liaising with the service providers (radiology unit, microbiology laboratory) on a regular basis, correct minor digressions from the regular procedure, inform Migration Health Officer about current or potential problems jeopardizing integrity of the program and suggest improvements and ways to optimize procedures.
13. Perform any other duties as may be assigned by the supervisor.

### ***Required Qualifications and Experience***

- Master's Degree in Public Health or other related clinical specialties or University degree in Medicine with two years relevant clinical experience.
- registered to practice in Nigeria and with a valid registration license;
- Experience in administration/management an advantage.
- Continuous clinical experience in busy public or private hospitals
- Training/experience in Paediatrics, Internal Medicine or Infectious Diseases is an advantage.
- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint, Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint, Publisher, and SharePoint.
- Training/experience in Paediatrics, Internal Medicine or Infectious Diseases is an advantage.
- Ability to work under stressful conditions such as heavy workloads and tight timelines.
- Willing to accept flexible work schedule.
- Attentive to details and accuracy in handling and reporting data.
- Strong communication, negotiation and problem solving skills.

### **Languages**

Fluency in **English** and Native Language; Fluency in multiple languages advantageous;

### ***Required Competencies***

The incumbent is expected to demonstrate the following competencies:

#### **Value:**

#### **Inclusion & respect for diversity**

- Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
- Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
- Promotes the benefits of diversity; values diverse points of view and demonstrate this in daily work and decision making.
- Challenges prejudice, biases and intolerance in the workplace.

## **Integrity & transparency**

- Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
- Delivers on commitments; manages the organization's resources reliably and sustainably.
- Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- Maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour.
- Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.

## **Professionalism**

- Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
- Seeks to raise professional standards in self and others through daily work and activities.
- Adapts quickly to change and is decisive and versatile in face of uncertainty.
- Shows self-control and persistence when faced with difficult problems, and remains calm in stressful situations.
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

## **Core competencies:**

### **Teamwork**

- Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work.
- Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
- Shares credit for team accomplishments and ensures that the contribution of others is recognized.
- Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.

### **Delivering results**

- Produces high-quality results and workable solutions that meet clients' needs.
- Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations.
- Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
- Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.

### **Managing and sharing knowledge**

- Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
- Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
- Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
- Contributes to an environment that is conducive to innovation and learning.

### **Accountability**

- Proactively seeks responsibility in delivering towards the goals of the Organization.
- Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
- Stands by the actions of team or department, publicly accepting ownership.
- Takes responsibility of own shortcomings and those of the work unit, where applicable.

### **Communication**

- Speaks and writes clearly and effectively.
- Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.
- Listens and seeks to understand without bias, and responds appropriately.
- Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.

## **Managerial competencies:**

### **Leadership**

- Assigns responsibilities fairly and manages performance, taking account of individual strengths, workloads and interests.
- Is inclusive in decision-making and actively seeks feedback from team members and colleagues in order to identify opportunities for improvement.
- Takes sound and timely managerial decisions that are consistent with the Organization's vision and purpose.
- Establishes and maintains relationships with a broad range of stakeholders to understand needs and gain support.

### **Empowering others & building trust**

- Delegates appropriately to make the most of others' talents, clarifying expectations and allowing autonomy in important areas while providing necessary support.
- Encourages others to take responsibility for their performance; promotes ownership, responsibility and accountability for desired results at all levels.
- Creates an atmosphere of trust and confidence in which others can talk and act without fear of repercussion.
- Gives proper credit to others, shows appreciation and rewards achievement and effort.

### **Strategic thinking & vision**

- Aligns own actions to the Organization's vision, values and mandate.
- Translates strategic direction into short and medium-term plans and objectives for own team; revises objectives to reflect changes in organizational goals.
- Identifies key issues/priorities in complex situations and how they may be related to one another.
- Clearly communicates links between the Organization's strategy and the work unit's goals.

### ***Other***

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Women with the above qualifications are encouraged to apply.

### ***How to apply:***

Interested candidates are invited to submit their applications via email to **HRNIGERIA@iom.int** indicating position applied on subject line by **Wednesday 24<sup>th</sup> October 2018**

In order for the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)** and with a subject line **SVN2018.100. Abuja. National Migration Health Physician (MHAC) NOA**

All applications should include a functional email address, mobile numbers and detailed curriculum vitae (CV).

**Please note that this position is open only to Nigerian National applicants and only shortlisted candidates will be contacted.**

### ***Posting period:***

From 18.10.2018 to 24.10.2018