



IOM International Organization for Migration

CALL FOR CVS

Open to Internal & External Candidates Only

Position : **Consultancy(Migration Health Data Processing)**
Organizational Unit : **Migration Health Assessment Centre**
Duty Station : **Lagos**
IOM Classification : **On Call Hourly Contracts**
Type of Appointment : **Contract Basis (Renewable)**
CFCV No. : **CFCV2017_27**
Estimated Start Date : **As soon as possible**
Closing Date : **April 19, 2017**

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 and external 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 direct supervision of the Migration Health Officer, the incumbent will support data processing activities related to migration health assessments at the IOM Migration Health Assessment Centre in Lagos. The incumbent will:

Core Functions / Responsibilities:

- Receive and register applicants undergoing immigration health assessment. This includes but not limited to:
 - checking applicant's identity using valid documents,
 - entering bio-data of the applicants,
 - taking photos using webcam and loading the image to the appropriate platforms and
 - Printing medical forms, consent forms and other documents as requested.
- Enter data of completed medical forms in the appropriate Software and ensure accurate records.
- Prepare and print out certificates as required.
- Prepare daily, weekly and monthly statistics and submit to the supervisor and other partners.
- Respond to all queries on database related issues

Required Qualifications and Experience

- Certificate / Diploma / Degree in IT, computer Science, health information system or related field;
- Previous experience in similar capacity; preferably within the international humanitarian field

Languages

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

Required Competencies

Behavioural

- The incumbent is expected to demonstrate the following competencies:
- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.

Other

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

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

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

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 19th April, 2017**

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 **CFCV2017_28 Lagos. Consultancy (Migration Health/Data Processing)**

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 13.04.2017 to 19.04.2017