



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Administrative Assistant, MHD**
VN No : **PLVN 23-084**
Duty Station : **Warsaw, Poland**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **One Year Fixed Term, with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **17 November 2023**

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.

Context:

The United States Refugee Admissions Program (USRAP) operates world-wide with a target of providing resettlement opportunities to thousands of refugees each year. IOM provides a range of services and support to the USRAP including, but not limited to, case processing, migration health assessments, cultural orientation training, organized transportation and administration of a travel loan and collections program.

Under the overall supervision of the Regional Health Assessment Coordinator, Migration Health Unit, and the direct supervision of the Migration Health Project Officer, Migration Health the successful candidate will be responsible for the carrying out the following duties and responsibilities in relation to the Migration Health Assessment Centre (MHAC) in Warsaw, Poland.

The role of the administrative assistant is to support the Migration Health Assessment Clinic (MHAC) in the smooth running of its administrative duties:

Core Functions / Responsibilities:

The role of the Administrative Assistant is to:

1. Coordinate and ensure that various internal office administrative support procedures such as document tracking, filling, archiving system for medical files, blood test results and follow-ups.
2. Coordinate and maintain there is a systematic e-archiving system for medical files, blood test results and follow-ups.

3. Prepare mail out lists for the embassies; liaise with the embassies regarding the processing status of immigrants and dispatch of the documents.
4. Set up and maintain an orderly storage system for chest X-rays and keep hard copies of medical documents (informed consent, radiologist's report, sputum smear results, pregnancy test results etc).
5. Photocopy and scan medical documents as necessary.
6. Provide feedback on staff allocation to the various units within the MHAC.
7. Implement improvements to strengthen internal control mechanisms; adapt inputs for new procedure to complement or to improve existing instructions/standard operating procedures in order to achieve streamlined efficiencies.
8. Receive all completed medical deferrals/furtherance, x-rays and other documents from MHD, update the reception of the same in the database and forward to the migration health physician for clearance.
9. With the Resource Management Officer (RMO) coordinate the issuance/renewal of staff contracts, leaves, attendance records maintenance, medical and insurance monitoring and security issues. Act as main liaison between MHD and procurement, finance and HR units for all related activities.
10. Provide feedback on staff allocation to the various units within MHAC.
11. Maintain an inventory and organize timely, cost-effective and appropriate procurement and storage of stationeries, IT equipment and consumables, hygiene products, medical supplies and equipment, as needed for the MHAC.
12. Coordinate the acquisition, renovation, refurbishment and regular maintenance of the MHAC facility with the MHAC supervisor.
13. Administer the office's petty cash and submit the necessary reports to supervisor. Ensure reconciliation of service fees and bank statements.
14. Assure correctness of travel authorizations and advise on allowances for staff members leaving on duty travel.
15. In co-ordination with the RMO, participate in budget and expenditures monitoring, monthly and annual financial reporting. Collect relevant statistics and provide financial analysis, in coordination with the MHAC supervisor.
16. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Administration Management/ Medical Administration or a related field from an accredited academic institution with at least three years of relevant working experience.
- OR
- Secondary School Diploma with at least five years of relevant working experience.

Experience

- Knowledge and experience in administration, procurement or accounting;
- Working with refugees/migrants in a medical setting is an advantage;
- Previous working experience with NGOs or international organizations is an advantage;
- Demonstrate accuracy in handling and reporting data.

Skills

- At least an intermediate level of MS office skills;
- Organizational skills;
- Communication skills

Language

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (Arabic, Chinese, French, Russian, or Spanish).

For all applicants, fluency in English is required (oral and written).

Required Competencies

IOM's competency framework can be found at this [link](#).

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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

- 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 action 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

- 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

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.

How to apply:

Interested candidates are invited to submit their application including: a Motivation Letter and the updated CV with a completed Personal History Form [IOM Personal History Form.xls \(live.com\)](#) (four pages) **by the email: iom_wspolna@iom.int** specifying the vacancy reference number **PLVN23-045** and **full name** in the subject line. Or you can you apply by clicking on <https://www.impactpool.org/jobs/1008028>

Closing Date:17 November 2023

Only shortlisted applicants will be contacted.

NOTE

NO FEE:

The International Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process or training). IOM does not concern itself with information on applicants' bank details.

Posting period:

03 November 2023 - 17 November 2023