



## Vacancy Notice

### Open to Internal and External Candidates

Reference Number : **PLVN22-019**  
Position Title : **Migration Health Officer (Health Assessment Programmes)**  
Duty Station : **Warsaw, Poland**  
Classification : **National Officer, NOC**  
Type of Appointment : **One-Year Fixed Term, with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **11 November 2022**

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. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of migrants.

IOM has been active in Poland since 2002 under an agreement with the Polish government and conducts various migration programs, including activities supporting the integration of male and female migrants into Polish society. IOM in Poland implements projects aimed at the private sector to promote ethical recruitment, respect for the rights of migrants and migrant women as well as the elimination of forced labour from value chains and the prevention of human trafficking.

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:**

Under the direct supervision of the Regional Health Assessment Programmes Coordinator (RHAPC) in Warsaw and in close coordination with Operations and Resettlement colleagues in Warsaw, at the Regional level, the incumbent will be responsible for assisting the RHAPC in development, coordination and oversight of Migration Health Assessment Programmes (HAPs) and travel health assistance for refugees in the Region, with the particular focus on IOM health activities within the US Refugee Admission Program (USRAP), development and implementation of the regional quality management system for HAPs, as well as outbreak response efforts, including work to restore safe human mobility amid and post COVID-19 pandemic.

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

### **Health Assessment Portfolio**

1. Organize and supervise CITY MHAC's migration health assessment process to fulfil the technical requirements of the resettlement countries in the areas of:
  - Medical examinations;
  - Imaging;
  - Laboratory testing;
  - Vaccinations;
  - TB management;
  - Treatment and referrals;
  - Pre-departure procedures and medical movements;
  - Documentation, certification and information transmission; and,
  - Other technical areas as may be required.
2. Conduct health assessment for refugees and migrants, including review of medical history, physical examination, evaluation of Chest X-ray (CXR) and review of the lab results in accordance with the technical guidelines of the resettlement countries.
3. Maintain the infrastructure and equipment of MHAC premises so that they meet the professional standards of quality and safety and are sufficient and adequate for provision of the services.
4. Coordinate, with the Chief Migration Health Officer (CMHO), human resources and MHAC organizational structure needs to ensure sufficient and adequate planned levels of health assessments and that staff has necessary qualifications and skills. Contribute to the network of external human resources, such as consultants and medical escorts, to support health assessment process and travel assistance.
5. Ensure that the Chief Migration Health Officer is informed about the MHAC's health activities and that the IOM medical facilities have obtained approval to provide health assessments and related services.
6. Contribute to and maintain efficient, client-centered procedures while ensuring a high level of integrity at all stages of the MHAC's process, including client information and appointment system, payment, registration, pre- and post-test counselling, examination, testing, treatment and referrals, submission of health assessment results, pre-departure and other procedures. Establish within MHAC a system enabling clients to provide feedback.
7. Contribute to and maintain a system of quality improvement for each service area within the MHAC. Undertake quality control activities on a regular basis, including practice observation, desk audits and use of self-assessment tools. Use data analysis and web reporting system to monitor performance indicators. Ensure implementation of the global IOM Standard Operating Procedures (SOPs); create and implement CITY MHAC specific SOPs for each service area. Ensure proper reporting and management of incidents according to the Guidance Note for Incident Management.
8. Collaborate with the CMHO to incorporate additional public health interventions in the HAP context. Interventions may include surveillance for communicable diseases, outbreak preparedness and response, health education and health promotion, public

health services for host communities, liaison with public health institutions and other activities.

9. Supervise health- and non-health staff as well as external consultants involved in the health assessment process; ensure that performance evaluations for health staff are completed in a timely manner. Ensure that all staff are aware of the IOM Standards of Conduct under Article 42, and continuously reinforce these standards. Inform in due time the CoM and the IOM Office of Ethics and conduct of any issues regarding staff misconduct.
10. Establish the MHAC staff development strategy in coordination with the CMHO, ensure that the appropriate plan is implemented. Within that plan, apart from attendance to external educational events, initiate, contribute to the organization and delivery of various professional in-house trainings.
11. Liaise with external service providers to negotiate agreements in coordination with Resources Management Officer (RMO). Exercise quality control over outsourced services and take corrective measures if necessary.
12. Maintain confidentiality and security of migration health data in accordance with the IOM Data Protection Principles.
13. Organize systematic collection, processing and analyses of migration health data according to guidelines established by the CMHO. Ensure data quality. Provide periodic, as well as ad-hoc reporting to the CMHO for migration health activities.
14. Oversee the financial aspects of the MHAC in close coordination with the mission's finance staff: supervise budget preparation suggest adjustments and cost-effective solutions, and review financial reports.
15. Provide oversight and coordinate the procurement of medical equipment, vaccines, medications and other medical supplies in coordination with the CMHO and the resource management unit.

#### **Other health activities**

16. Facilitate the integration of health assessment activities into the overall migration related programming of the Mission in CITY through close collaboration with the various units at the Country Office level.
17. Advise IOM colleagues on the link between the Health Assessment Programme with the two other core MHD programme areas - Health Promotion and Assistance to Migrants and Migration Health Assistance to Crisis-Affected Populations.
18. Perform such other duties as may be assigned by the direct supervisor, 2<sup>nd</sup> SES manager or Director of the Migration Health Division.

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

## Education

- University degree in Medicine from an accredited academic institution with at least seven years of professional work experience.  
OR
- University degree in Medicine from an accredited academic institution plus Master's degree in Community of Public Health, Medical Specialization in Infectious Diseases, Tropical Medicine or other related fields from an accredited academic institution with five years of relevant professional experience.

## Experience

- Working experience in the domain of medicine, four years of which is continuous clinical experience (either in clinical set-ups or immigration / resettlement medical examinations or health assessments);
- Experience with team management/ supervision is required, preferably within the context of immigration/resettlement medical examinations;
- Knowledge and experience with the health segment of United States Refugees Admission Programme (USRAP) as well as experience in the provision of immigration medical examinations for Australia, Canada, UK and New Zealand;
- Experience in managing health assessment programmes of a significant size, management of resources and personnel within migration health or public health projects;
- Experience in TB, migration health or other communicable disease control programmes among refugees and migrants in an international organization, UN agency or hospital;
- Experience with occupational health issues related to crisis and in developing countries;
- International experience in global public health issues, emergencies and policies; and,
- Experience in liaising with governmental and diplomatic authorities as well as national and international institutions.

## Skills

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of USRAP migration health procedures
- Knowledge in public health interventions inclusive of immunization programs
- Knowledge in working with the medical databases

## Languages

For all applicants fluency in English and Polish is required.

## Notes

Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>)

### **Required Competencies:**

**Values** - all IOM staff members must abide by and demonstrate these three 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.

**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 potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

### **Other**

IOM is committed to a diverse and inclusive environment.

This post is subject to local recruitment. Only those holding a valid residence and work permit for Poland will be eligible for consideration.

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

At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM. Candidates may also be requested to provide documentary evidence of academic degree(s), professional licenses, and proof of no criminal records as relevant to the requirements of the position advertised.

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

**Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.**

***How to apply:***

Interested candidates are invited to submit their application including **a CV and a completed Personal History Form in English by email to: [rscrcpl@iom.int](mailto:rscrcpl@iom.int)** specifying the vacancy reference number **PLVN22-019** and full name in the subject line.

Please click this link to access [Personal History Form \(four pages\)](#)

Due to the volume of applications received, IOM Poland will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

***Posting period:***

From 14.10.2022 to 27.10.2022

From 28.10.2022 to 11.11.2022

***No Fees:***

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.