



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Regional Medical Data and Reporting Assistant**

Vacancy No. : **IOMRONBO/VN/017/2023**

Duty Station : **Regional Office, Nairobi, Kenya**

Classification : **General Service Staff, Grade G5**

Type of Appointment : **One Year Fixed Term Contract (with possibility of extension)**

Estimated Start Date : **As soon as possible**

Closing Date : **May 01, 2023**

The International Organization for Migration (IOM) is the UN Migration Agency. With 174 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government and civil society to:

1. Assist in meeting the operational challenges of migration and mobility
2. Advance understanding of migration issues
3. Encourage social and economic development through migration; and
4. Uphold the human dignity and well-being of migrants and mobile populations.

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.

IOM's Regional Office for the East and Horn of Africa supports and monitors the following countries: Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, Tanzania and Uganda. Through a team of specialists, the Regional Office supports the development, implementation, monitoring, reporting and evaluation of projects and initiatives undertaken by country offices and regional programmes.

Context:

The IOM Africa Teleradiology and QC Center based in Kenya provides regional Teleradiology services and technical support to field operations with a purpose to optimize the IOM Radiology services.

Under the overall supervision of the Regional Health Assessment Programme Coordinator and the direct supervision of the Regional Migration Health Data Reporting Officer based in the Regional Office for East and

Horn of Africa, the successful candidate will be responsible for carrying out the following duties and responsibilities in relation to the Health Assessment Programme (HAP) Unit and other programmes implemented by the Regional Office in Nairobi.

Core Functions / Responsibilities:

In particular he/she will:

1. Support MiMOSA, eMedical, IMS, UKTB, Telerad functionality in coordination with the Migration Health Informatics (MHI) Unit in Manila and mission's IT, detect problem patterns and recommend solutions and perform other related tasks including user management, maintaining look up tables, back-up of the database and other tasks.
2. Study MiMOSA/eMedical and other HAP applications documentation, user guide, release notes and other materials; prepare training materials and educate medical users in supported missions.
3. Provide support to HAP applications users in the missions, collect end-users requirements, feedback and communicate it to MHI team.
4. Keep updated the documentation related to HAP Applications settings.
5. Export from, import to and communicate data from IOM HAP applications and communicate with resettlement countries counterparts and supported missions.
6. Develop and maintain medical data exchange processes between IOM Regional Office and other supported locations in the Region.
7. Design and generate periodic and ad-hoc reports from MiMOSA Web front-end and back-end, perform reconciliation of data with OPS, RSCs and other partners/systems.
8. Perform validation of vaccination data, medical examination data and invoices, from supported locations.
9. Generate, monitor and analyse reports from HAPSTAT Power BI and other HAP data reporting applications.
10. Produce QC reports and share with relevant missions with appropriate guidance.
11. Suggest and develop reporting and QC activities for monitoring HAP in the Region.
12. Oversee and support medical reporting activities for the missions.
13. Communicate, provide guidance and training to staff, non-IOM Panel physicians and Medical Assistant (Data) staff in relation to data management activities e.g. MiMOSA, eMedical, IMS, UKTB, Telerad etc.
14. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Management, Information Technology, Computer Science, or a related field from an accredited academic institution with at least 3 years of working experience with database management and reporting.

- High School Degree with 5 years of professional experience in the above field

Experience

- Work experience with MiMOSA, eMedical, UKTB and other HAP applications.
- Work experience with digital radiology and teleradiology services.
- Good knowledge and experience in management IMS.
- Experience and knowledge of MS SharePoint and other MS Office applications

Skills

- Knowledge of MS Office products, and good computer literacy skills required.
- Knowledge in SQL development, database integration with web-based applications is advantage.
- Experience and understanding of the public health industry.
- Demonstrated skills in systems analysis and design techniques, testing and documentation

Languages

Required: For all applicants, fluency in English and Swahili is required (oral and written). Working knowledge of French; and/or any other UN Official language is advantageous.

Required Competencies

The incumbent is expected to demonstrate the following values and 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.
- 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 *level 1*

- 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 actions and delegated work.
- Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

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:

Submit cover letter indicating the Position Title & Vacancy Notice Number (VN No.), and CV with telephone and e-mail contacts including 3 Referees (Supervisors) to: IOM, RO Human Resources Department, via e-mail to ronairobihdrec@iom.int

Closing Date: 01 May 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:

From: **18.04.2023** to **01.05.2023**