



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Regional Senior Medical Data and Reporting Assistant**
Vacancy No. : **IOMRONBO/VN/030/2023**
Duty Station : **Regional Office, Nairobi, Kenya**
Classification : **General Service Staff, Grade G6**
Type of Appointment : **One Year Fixed Term Contract (with possibility of extension)**
Estimated Start Date : **As soon as possible**
Closing Date : **August 09, 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:

Under the overall supervision of the Deputy Regional Health Assessment Programme Coordinator and the direct supervision of the Regional Migration Health Data Reporting Officer, and in coordination with relevant colleagues at RO and CO level, the successful candidate will be responsible for carrying out the following duties and responsibilities in relation to the Health Assessment Programme (HAP) Unit for Sub-Saharan Africa, based in the IOM Regional Office in Nairobi, Kenya.

Core Functions / Responsibilities:

In particular he/she will:

1. Contribute to the organization of a Medical Data and Reporting Assistants Roster and assign various duties in the unit as well as actively participate in the scheduling of data unit tasks as needed;
2. Support in the development and updating of Standard Operating Procedures (SOPs);
3. Supervise and train Medical Data Assistants and Country Data Focal Points in compliance with the SOPs;
4. Monitor completion of data entry of medical forms where applicable.
5. Support MiMOSA, eMedical, Information Management System (IMS), United Kingdom Tuberculosis Detection Programme (UKTB), Telerad functionality, in coordination with the Migration Health Informatics (MHI) Unit in Manila and mission (Information Technology) IT, detect problem patterns and recommend solutions; perform other related tasks, including user management, maintaining look-up tables, and back-up of the database, among other.
6. Regularly review MiMOSA/eMedical and other HAP applications documentation, user guides, release notes and other materials; prepare training materials and conduct webinars to educate medical users in supported missions.
7. Provide support to HAP Data Focal Points and HAP applications users in the missions, collect end-users' requirements and feedback, perform analyses and communicate it to MHI team.
8. Where required, validate and update in MiMOSA medical forms and communicate with the respective IOM mission's HAP Data Focal Points and/or Panel Physicians (where applicable).
9. Respond to queries and provide guidance to Data Focal Points in respect to relevant matters.
10. Update and maintain documentation related to HAP Applications settings.
11. Support relevant data-sharing between IOM HAP applications, resettlement country counterparts and supported IOM missions.
12. When required, coordinate and inform the resettlement country authorities of any cases cancelled due to medical reasons.
13. In coordination with supervisor, support transmission of medical forms and other relevant documents with Governmental Authorities of Resettlement countries.

14. Develop and maintain medical data exchange processes between IOM Regional Office and other supported locations in the Region.
15. Perform data management follow-up, including the creation of queries to retrieve information from the database and responding to various follow-up needs;
16. Design and generate periodic and ad-hoc reports from MiMOSA Web front-end and back-end, perform reconciliation of data with OPS, RSC and other partners/systems.
17. Perform validation of vaccination data, medical examination data and invoices, from supported locations.
18. Generate, monitor, and analyse reports from HAPSTAT Power BI and other HAP data reporting applications.
19. Produce QC reports and share with relevant missions with appropriate guidance.
20. Suggest and develop reporting and QC activities for monitoring HAP in the sub-Saharan Africa Region.
21. Monitor and support medical reporting activities for the missions.
22. 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.
23. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

1. University Degree in Management Information Technology, Computer Science, or a related field from an accredited academic institution with at least four (4) years of working experience with database management and reporting.; Or,
2. High school diploma with at least six (6) years of relevant work experience.

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.
- Experience and knowledge of reporting and Business intelligence (BI) technologies like MS Power BI or Tableau.

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: Fluency in English and Kiswahili is required. 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 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 *level 2*

- 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.

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: 09 August 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: **27.07.2023** to **09.08.2023**