



IOM International Organization for Migration

## Vacancy Notice 2023-27

### Open to Internal and External Candidates

Position Title	: <b>Project Assistant (Medical Health Department)</b>
Duty Station	: <b>Chisinau, Moldova</b>
Classification	: <b>General Staff Category, Grade G-5, UN Salary Scale</b>
Type of Appointment	: <b>Fixed term one year, with possibility of extension</b>
Estimated Start Date	: <b>ASAP</b>
Closing Date	: <b>July 19, 2023</b>

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. Well qualified candidates, particularly women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV are particularly encouraged to apply.

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:**

Following the launch of military operations across Ukrainian territory on 24 February 2022, substantive flows and displacements across Ukraine and toward neighbouring countries have been reported countries in the following days. While air travel has been suspended in Ukraine and Moldova, Ukraine shares land border with four European Union (EU) Member States: Poland, Romania, Hungary and Slovakia. Other non-EU countries (3) which share their border with Ukraine include the Republic of Moldova, the Russian Federation and Belarus. Large in and outflows to and through Moldova of Ukrainian and Third Country nationals created the need to set up a monitoring system and analyze the trends and patterns of mobility.

Under the direct supervision of the Migration Health Project Officer the MHPSS assistant will be responsible for:

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

1. Provide day-to-day administrative and logistical support to Migration Health Program staff during program implementation.
2. Assisting in the organization of Mental Health and Psychosocial Support (MHPSS) activities within Refugee Accommodation Centers (RACs) across the country and communities.

3. Assisting in the organization of the Psychological First Aid training with border front-line staff as well as the organization of other events related to MHPSS and Migration Health in Moldova.
4. Assisting in the organization of community-based socio-relational activities.
5. Arrange appointments for refugees for specialized health services and consultations.
6. Provide support in the development and implementation of the psychological hotline.
7. Prepare purchase requisitions and payment requests to ensure the timely implementation of program activities.
8. Assist in drafting contracts for consultants, trainers, and other related actors within the Migration Health Program activities in coordination with relevant staff.
9. Verify data received by implementing partners and program staff.
10. Respect IOM's Data Protection Principles.
11. Perform other duties as they might be assigned.

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

#### **Education:**

- High school diploma with at least five years of relevant experience; or,
- University degree in International Relations, Social Science, Psychology, or any other related field with at least three years of relevant professional experience.

#### **Experience:**

- Experience in information management, preferably in migration and conflict situations.
- Experience in data collection in the field.
- Experience with International Organizations, INGO is an advantage.
- Knowledge of border management settings is an advantage.

#### **Skills:**

- Ability to work with flexibility and integrity.
- Ability to work independently, with excellent organizational and multi-tasking skills.
- Ability to work in challenging settings, under pressure while respecting tight deadlines.
- Capacity to learn and gain new competencies, while accepting/giving constructive criticism.
- Ability to organize an information flow.
- Computer knowledge use including Microsoft Office and ability to use the internet and email.

#### **Languages:**

Fluency in English, Romanian and Russian (oral and written). Ukrainian proficiency is advantage.

### ***Required Competencies***

The incumbent is expected to demonstrate the following values and competencies:

#### **Values**

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

Internals of the Organization and NMS candidates will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, security clearances, and a valid COVID certification.

Only candidates residing in the country of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, and work permit, as applicable.

### ***How to apply:***

Interested applicants are invited to send the Personal History form

[https://civic.md/userfiles/attachments/14191/IOM\\_Personal\\_History\\_Form.xls](https://civic.md/userfiles/attachments/14191/IOM_Personal_History_Form.xls) and cover letter in English to: [harchisinau@iom.int](mailto:harchisinau@iom.int)

Please, indicate the position you are applying for and reference code in the subject line of your message.

Closing date for applications is **19 July 2023**.

In order for an application to be considered valid, IOM only accepts the Personal History Forms duly completed.

**Only shortlisted candidates will be contacted.**

### ***Posting period:***

From 05.07.2023 to 19.07.2023