

Vacancy Notice 2024-02

Open to Internal and External Candidates

Position Title : **Senior Project Associate/Migration Health**
Duty Station : **Chisinau, Moldova**
Classification : **General Staff, Category Grade, G6, UN Salary Scale**
Type of Appointment : **Fixed-Term one year with possibility of extension**
Estimated Start Date : **ASAP**
Closing Date : **February 2, 2024**

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:

Under the overall supervision of the Chief of Mission (CoM) and the direct supervision of the Migration Health Program Officer, the successful candidate will be responsible for carrying out the following duties and responsibilities.

Core Functions / Responsibilities:

1. Assist in the planning, coordination, implementation, and monitoring of the project activities focused on Health Promotion and Assistance to Migrants, and Migration Health Assistance to Crisis Affected Populations areas.
2. Compile, summarize, analyse, and present information/data on specific topics including vaccination, and emerging infectious diseases such as COVID-19 infection and Tuberculosis, highlighting noteworthy issues for the consideration of appropriate parties.
3. Act as a focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, follow up on administrative actions, etc.
4. Draft status reports: identify shortfalls in delivery, bring them to the attention of the supervisor, and suggest corrective measures.

5. Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, and other forms of documentation.
6. Organize meetings, workshops, and training sessions; prepare training materials and participate in the delivery of capacity-building workshops.
7. Respond to complex information requests and inquiries; set up and maintain files/records.
8. Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nations agencies, intergovernmental and non-governmental organizations, donors, and other stakeholders relevant to the project.
9. Monitor the work of implementing partners and MHPSS mobile teams and report any non-compliance to the supervisor.
10. Provide inputs for the development of Standard Operations Procedures (SOP) and concept papers and provide general support for the development of new projects.
11. Provides guidance/training and assists in coordinating and monitoring the work of other staff in the unit; may supervise other staff as assigned.
12. Perform other related duties as assigned.

Required Qualifications and Experience

Education:

- High school diploma with five years of relevant experience; or,
- University Degree in Social Science or other related fields from an accredited institution with four 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 desired
- High computer literacy in Windows and MS Office is mandatory.

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;
- Good knowledge of the geography and culture of Southern Malawi
- Familiarity with mobile data collection technologies and GPS is an advantage

Languages:

Fluency in English, Romanian and Russian. Ukrainian proficiency is an advantage.

Required Competencies

The successful candidate 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.

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 either the country of the duty station or from a location in a neighbouring country that is within commuting distance 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, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested applicants are invited to send the https://moldova.iom.int/sites/g/files/tmzbd11626/files/inline-files/IOM_Personal_History_Form_PDF_0.pdf and cover letter in English to: 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 **2 February 2024**.

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

Only shortlisted candidates will be contacted.

Posting period:

From 19.01.2024 to 02.02.2024