



Position Title : Administrative Assistant
Duty Station : Harare, Zimbabwe
Classification : General Service Staff, Grade G5
Type of Appointment : Special Short Term with a possibility of extension
Estimated Start Date : As soon as possible
Reference Number : SVN2022/17
Closing Date : 12 October 2022

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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

Context:

Under the overall supervision of the Chief of Mission (CoM) and the direct supervision of the Chief Migration Health Officer (CMHO) the successful candidate will be responsible for the carrying out the following duties and responsibilities in relation to the Migration Health Assessment Centre (MHAC) in Harare, Zimbabwe

The role of the administrative assistant is to support the Migration Health Assessment Clinic (MHAC) in the smooth running of its administrative duties.

Core Functions / Responsibilities:

The role of the Administrative Assistant is to:

1. Coordinate and ensure that various internal office administrative support procedures such as document tracking, filling, archiving system for medical files, blood test results and follow-ups.
2. Coordinate and maintain systematic e-archiving system for medical files, blood test results and follow-ups.
3. Prepare mail out lists for the embassies; liaise with the embassies regarding the processing status of immigrants and dispatch of the documents.
4. Set up and maintain an orderly storage system for chest X-rays and keep hard copies of medical documents (informed consent, radiologist's report, sputum smear results, pregnancy test results etc).
5. Photocopy and scan medical documents as necessary.
6. Provide feedback on staff allocation to the various units within the MHAC.

7. Implement improvements to strengthen internal control mechanisms; adapt inputs for new procedure to complement or to improve existing instructions/standard operating procedures in order to achieve streamlined efficiencies.
8. Receive all completed medical deferrals/furtherance, x-rays and other documents from MHD, update the reception of the same in the database and forward to the migration health physician for clearance.
9. With the Resource Management Officer (RMO) coordinate the issuance/renewal of staff contracts, leaves, attendance records maintenance, medical and insurance monitoring and security issues. Act as main liaison between MHD and procurement, finance and HR units for all related activities.
10. Provide feedback on staff allocation to the various units within MHAC.
11. Maintain an inventory and organize timely, cost-effective and appropriate procurement and storage of stationeries, IT equipment and consumables, hygiene products, medical supplies and equipment, as needed for the MHAC.
12. Coordinate the acquisition, renovation, refurbishment and regular maintenance of the MHAC facility with the MHAC supervisor.
13. Administer the office's petty cash and submit the necessary reports to supervisor. Ensure reconciliation of service fees and bank statements.
14. Assure correctness of travel authorizations and advise on allowances for staff members leaving on duty travel.
15. In co-ordination with the RMO, participate in budget and expenditures monitoring, monthly and annual financial reporting. Collect relevant statistics and provide financial analysis, in coordination with the MHAC supervisor.
16. Perform such other duties as may be assigned.

Qualifications and Experience:

- Bachelor's degree in Administration Management/ Medical Administration or a related field from an accredited academic institution with at least three years of relevant working experience.
- OR
- Secondary School Diploma with at least five years of relevant working experience.

Experience

- Three years relevant professional experience, preferably in administrative support or similar roles.
- Working with refugees/migrants in a medical setting is an advantage.
- Previous working experience with NGOs or international organizations is an advantage.
- Demonstrate accuracy in handling and reporting data

Languages

Proficiency in written and spoken English.

Required Competencies

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

- 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 of 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

- Appointment will be subject to certification that the candidate is medically fit for appointment.
- No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications to vacancieshre@iom.int by 11 October 2022 at the latest, referring to this advertisement.

Female candidates who are qualified and experienced are especially encouraged to apply.

Only shortlisted candidates will be contacted.

Posting period:

From 29 September 2022 to 12 October 2022