



Call for Applications

Position Title : Migration Health Intern
Duty Station : Harare, Zimbabwe
Classification : Internship Contract
Type of Appointment : 3 months with possibility of extension
Estimated Start Date : As soon as possible
CFA Reference Number : CFA2022/03
Closing Date : March 22, 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 Migration Health Physician and direct supervision of the Senior Migration Health Nurse, 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

Core Functions / Responsibilities:

- Filing and scanning of health assessment records and certificates.
- Distribution of health assessment certificates to applicants.
- Assessing, organizing, and coding documentation.
- Creating and updating files and filing documentation in appropriate files.
- Destroying outdated files following protocol or moving these to inactive storage.
- Retrieving records on request and forwarding these to relevant parties.
- Making copies of and delivering records.
- Executing authorized changes to filing system.
- Assisting with phone and email inquiries.
- Receiving and forwarding mail and courier packages.
- Assist or prepare administrative reports and program updates as necessary.
- Collect statistical information and share with the Migration Health Physician as per preset and agreed upon format.
- Perform any other duties as may be assigned by the supervisor.

Qualifications and Experience:

- Relevant Diploma or Bachelor's degree within one year of graduation.
- Training or working experience in the areas of Tuberculosis management, mass immunizations, communicable diseases, laboratory testing or public health is an advantage; and,
- Computer literacy required: MS Office suite (Word, Excel, Access).

Languages

Proficiency in written and spoken English.

Eligibility and Selection

In general, the Internship Programme aims at attracting talented students and graduates:

- who have a specific interest in, or whose studies have covered, are as relevant to IOM programmes and activities.
- who recently graduated and have more than one year of relevant working experience.

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 17 March 2022 at the latest, referring to this advertisement. Applications must include a cover

letter indication your motivation for this internship, educational background relevant to the post and knowledge, skills and competencies and IT skills and programmes that you are proficient in to make you a suitable candidate for this position.

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

Only shortlisted candidates will be contacted.

Posting period:

From 16 March 2022 to 22 March 2022

CANCELLED