



Position Title : Data Processing Assistant  
Duty Station : Harare, Zimbabwe  
Classification : General Service Staff G4  
Type of Appointment : Special Short Term, 3 months with possibility of extension  
Estimated Start Date : As soon as possible  
Reference Number : SVN2022/05  
Closing Date : March 23, 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 guidance of the Chief of Mission and the direct supervision of the Migration Health Physician 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:**

1. Ensure that reception area is well organized and presentable.
2. Provide accurate information and answers to telephone, emails and/or walk-in queries from applicants regarding their schedules and direct as required.
3. Schedule and confirm health assessment appointments and receive and communicate messages for medical staff and beneficiaries.
4. Updating MHAC information on websites.
5. Organize the MHAC roster.
6. Prepare master lists of migrants scheduled for health assessment processing and submit them to respective service providers / relevant staff as required.
7. Monitor medical movements and Advance Booking Data Processing Assistant.
8. Provide timely assistance to Migration Health Physician and Pre-Departure Medical Screening team for medically assisted movements.
9. Coordinate with UNHCR, Operations Unit, Movement Operations and Embassies to schedule migrants for Pre-Migration Health Assessment, Pre-Departure Medical Procedures, Pre-Embarkation Checks and other medical procedures.

10. Update case status in Mimosa and tracking system, indicating cases with special needs and cross-references in Mimosa.
11. Maintain daily statistics related to health assessments and update the records.
12. File incoming/outgoing letters, reports, memoranda, as well as IOM documents and forms related to IOM medical issues.
13. Maintain security of confidential health data and personal information of IOM beneficiaries, contribute to fraud prevention and protection of the data.
14. Maintain and produce statistical data on timely basis commensurate to the needs and demands of Health Assessment Programmes.
15. Provide back up support to Medical Administrative Assistant for MHD related logistics, procurement and financial matters.
16. Prepare and submit monthly statistics on Health Assessments performed in liaison with the Migration Health Physician.
17. Prepare purchase request forms for procurement of equipment and working materials for MHD.
18. Perform such other duties as may be assigned.

***Qualifications and Experience:***

- University Degree in Information & Technology with at least two years of relevant working experience; or,
- Secondary School Diploma with at least four years of relevant working experience.
- Certificate in Data entry is an advantage.

***Experience***

- Computer literacy and proficiency in Ms Windows XP and 2007, Ms 2007, 2010, Database and Ms Access.
- Accuracy in handling and reporting data.
- Typing speed of 50 words per minute.
- Overall knowledge of USRAP, Australian, Canadian, and European IOM resettlement procedures, a critical added advantage.

***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 indicators

- 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](mailto:vacancieshre@iom.int) by 23 March 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 17 March 2022 to 23 March 2022