

**POST DESCRIPTION**

<b>I. POSITION INFORMATION</b>	
VN	IOM/KSU/010/2022
Position title	Laboratory Administrator (1 Position)
Position grade	G6
Duty station	Kasulu/Makere, United Republic of Tanzania
Type of Appointment & Durations	One Year Fixed Term Contract
Job family	Migration Health.
Organizational unit	MHD
Reports directly to	Migration Health Officer (MHO)
Overall supervised by	Chief Migration Health Officer (CMHO)
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>Under the overall supervision of the Chief Migration Health Officer (CMHO) and direct supervision of the Migration Health Officer (MHO); the successful candidate will assist in the management of drugs, vaccines, medical supplies, and equipment being used in IOM Sub Office.</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<ol style="list-style-type: none"> <li>1. Organize laboratory services and oversee daily activities for efficient and optimal service delivery while adapting services to prevailing local conditions, levels of expertise and available technology.</li> <li>2. Verify that facilities and bio-safety measures in the laboratory meet international standards and country requirements; inform the supervisor of any non-compliance and propose corrective actions.</li> <li>3. Verify That standards of laboratory services correspond to HAPs and other programmes or project requirements via keeping Standard Operating Procedures (SOPs) up to date and annual review.</li> <li>4. Maintain Maintain and promote high quality with regards to international standards in all aspects of service delivery via internal quality control and organizing and facilitating in external quality assessment.</li> <li>5. Monitor needs of staffing levels for planned workload. Participate in recruiting, training, guiding and supervising laboratory staff. Promote staff development and continuous training needs for staff.</li> <li>6. Participate in annual HAP activities planning and budget preparation related to laboratory services.</li> <li>7. Ensure that the equipment and consumables are sufficient for the anticipated workload. Plan and coordinate procurement, delivery, installation, and operation of all laboratory equipment and optimal expenditure of consumables.</li> </ol>	

- 8. Monitor maintenance of established system of organized record keeping and information management for timely delivery of results, data collection, analysis and reporting for laboratory monitoring and facilitation to operational research.
- 9. Liaise on laboratory related topics with national laboratories and laboratories in other countries, IOM Departments, and national relevant entities.
- 10. Perform such other duties as may be assigned.

**IV. REQUIRED QUALIFICATIONS AND EXPERIENCE**

**EDUCATION**

- High School Diploma/ Certificate from an accredited academic institution in Medical (Clinical) Laboratory Sciences, Microbiology, or a related discipline with six years of relevant experience. Or
- Bachelor’s Degree or Equivalent or Higher from an accredited academic institution in Medical (Clinical) Laboratory Sciences, Microbiology, or a related discipline with four years of relevant experience.

**EXPERIENCE**

- Six years of relevant laboratory experience in a busy institution, preferably in a mycobacteriology laboratory.
- Effectively applies and transfers relevant technical knowledge and practices to personnel and laboratory operations.
- Computer literate with understanding of accurate data collection and analysis for monitoring and continuous improvement of laboratory services and performance.
- Good awareness of the laboratory role in health systems, optimal use of resources for quality and efficient services delivery.
- Supervisory training and/or experience is a distinct advantage.

**V. LANGUAGES**

Required <i>(specify the required knowledge)</i>	Desirable
<ul style="list-style-type: none"> <li>• Fluency in both English and Kiswahili, written and spoken, required.</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of French and/or Spanish is an advantage.</li> </ul>

**VI. COMPETENCIES<sup>1</sup>**

<sup>1</sup> Competencies and respective levels should be drawn from the Competency Framework of the Organization.

The incumbent 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: 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.

**Managerial Competencies** – behavioural indicators *level 2*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

**SIGNATURES:**

1<sup>ST</sup> LEVEL SUPERVISOR

DATE

2<sup>ND</sup> LEVEL SUPERVISOR

DATE

**Other:**

Qualified persons with disabilities are encouraged to apply for UN vacancies and are protected from discrimination during all stages of employment.

Females with qualifications are encouraged to apply.

**No fees:**

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.

**HOW TO APPLY:**

Interested candidates should fill in the PH form, submit CV's and cover letter indicating Vacancy Notice number with 3 professional references and contacts to email address: [tzvacancy@iom.int](mailto:tzvacancy@iom.int)

The vacancy is open for both internal and external candidates Tanzanian national only.

Only e-mail applications will be considered.

For further information, please refer to: <https://tanzania.iom.int/careers> **Posting period: From 31<sup>st</sup> March 2022– 13<sup>th</sup> April 2022**



## POST DESCRIPTION

<b>I. POSITION INFORMATION</b>	
SVN	IOM/KSU/011/2022
Position title	Pharmaceutical Assistant (1 Position)
Position grade	Ungraded
Duty station	Kasulu/Makere, Tanzania United Republic of
Durations	6 Months with possibility of extension
Position number	To be created
Job family	Migration Health.
Organizational unit	Migration Health Division
Position rated on	N/A
Reports directly to	Migration Health Officer (MHO)
Overall supervised by	Chief Migration Health Officer (CMHO)
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>Under the overall supervision of the Chief Migration Health Officer (CMHO) and direct supervision of the Migration Health Officer (MHO) (SRMO); the successful candidate will assist the incumbent will assist in the management of drugs, vaccines, medical supplies, and equipment being used in IOM Sub Office.</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<ol style="list-style-type: none"> <li>1. Execute proper storage and distribution of Drugs, and medical supplies, and equipment in the Migration Health Assessment Centre (MHAC) Makere store as per Good Storage and Distribution Procedures and laid down SOPs.</li> <li>2. Ensure maintenance of cold chain storage of Vaccines in the Fridges with as per CDC storage and handling tool kit and WHO guidelines.</li> <li>3. Establish stock control and Inventory management systems by maintaining accurate, traceable, verifiable, and auditable records and reports.</li> <li>4. Facilitate in the proper maintenance of medical equipment used by Migration health physicians and nurses, and replenishing their medical supplies as needed.</li> <li>5. Dispense prescriptions and provide information and advice concerning side effects, dosage, and proper storage of drugs to migrants and staff. Organizing for out-of-stock prescription items to be dispensed at local Pharmacy(ies) and issued to the migrants.</li> <li>6. Prepare purchase orders for drugs, vaccines and medical supplies and medical equipment using the online Purchase Requisition (PR) and liaising with the MHO and coordinating with Common Services (COS) Department to ensure that items are ordered as per required specifications. Further perform technical evaluation to advise of specification quality and relevant</li> </ol>	

aspects. Receive and inspect deliveries of drugs, medical supplies/equipment and vaccines and forwarding.

7. Prepare purchase orders for drugs, vaccines and medical supplies and medical equipment using the online Purchase Requisition (PR) and liaising with the MHO and coordinating with Common Services (COS) Department to ensure that items are ordered as per required specifications. Further perform technical evaluation to advise of specification quality and relevant aspects. Receive and inspect deliveries of drugs, medical supplies/equipment and vaccines and forwarding.
8. Prepare the required paperwork and documents for import into Tanzania for vaccines, drugs, and other related medical supplies.
9. Ensure timely and accurate packing of medical escort bags/Kits as per medical conditions as per the guidelines ensuring proper inventory management of kit contents.
10. To ensure IOM MHD pharmaceutical operations adhere to applicable Tanzania Food and Drug Authority laws, procedures, and process.
11. Perform such other related duties that may be assigned from to time.

#### **IV. REQUIRED QUALIFICATIONS AND EXPERIENCE**

##### **EDUCATION**

- High School diploma in Pharmaceutical Technology from a recognized institution with five years of relevant experience; or,
- Bachelor's degree in Pharmaceutical Technology from a recognized institution, or related fields with three years of relevant professional experience.

##### **EXPERIENCE**

- Registered to practice by Tanzania Food and Drug Authority.
- Possess a valid a Practice license with ability to import items into Tanzania.
- At least 2 years pharmaceutical experience in handling of drugs, vaccines, and medical items.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Proficient in Microsoft Office applications e.g., Word, Excel, PowerPoint, E-mail, Outlook; is an advantage.

<ul style="list-style-type: none"> <li>• Additional training or experience in purchase, import, export and distribution of drugs, vaccines, medical supplies/equipment will also be an added advantage.</li> <li>• Ability and willingness to work in field areas.</li> </ul>	
<b>SKILLS</b>	
<ul style="list-style-type: none"> <li>• Good interpersonal relationship and ability to work in a multicultural environment.</li> <li>• Good typing, writing, communication, and negotiation skills</li> <li>• Teamwork orientated, capacity to work independently, sensitive to gender issues, personal commitment, efficient and flexible.</li> </ul>	
<b>V. LANGUAGES</b>	
Required <i>(specify the required knowledge)</i>	Desirable
Fluency in English and Kiswahili (oral and written).	Working knowledge of French and/or Spanish is an advantage.
<b>VI. COMPETENCIES<sup>1</sup></b>	
The incumbent is expected to demonstrate the following values and competencies:	
<b>Values</b> - all IOM staff members must abide by and demonstrate these three values:	
<ul style="list-style-type: none"> <li>• <u>Inclusion and respect for diversity</u>: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.</li> <li>• <u>Integrity and transparency</u>: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.</li> <li>• <u>Professionalism</u>: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.</li> </ul>	
<b>Core Competencies</b> – behavioural indicators <i>level 1</i>	
<ul style="list-style-type: none"> <li>• <u>Teamwork</u>: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.</li> <li>• <u>Delivering results</u>: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.</li> <li>• <u>Managing and sharing knowledge</u>: continuously seeks to learn, share knowledge and innovate.</li> <li>• <u>Accountability</u>: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.</li> <li>• <u>Communication</u>: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.</li> </ul>	

<sup>1</sup> Competencies and respective levels should be drawn from the Competency Framework of the Organization.

<b>SIGNATURES:</b>	
1 <sup>ST</sup> LEVEL SUPERVISOR	DATE
2 <sup>ND</sup> LEVEL SUPERVISOR	DATE

**OTHER:**

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