

**POST DESCRIPTION**

<b>I. POSITION INFORMATION</b>	
<b>SVN</b>	<b>IOM/KSU/016/2022 – (1 Position)</b>
Position title	IT Assistant
Position Grade	G4
Duty Station	Kasulu/Makere, United Republic of Tanzania
Appointment type	SST-6 Months with possibility of extension
Job family	ITC - Support Unit
Organizational Unit	10004600
Position number	To be created
Is this a Regional, HQ, MAC, PAC, Liaison Office, or Country Office based position?	Country Office
Position rated on	N/A
Reports directly to	Information Management & Technology Officer
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>Under the overall supervision of the Chief of Mission, and the direct supervision of the Information Management &amp; Technology Officer the candidate will be responsible for the carrying out the following duties and responsibilities;</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<ol style="list-style-type: none"> <li>1. Setup and maintain the IT equipment for the users in office.</li> <li>2. Install and maintain Internet connections for the office.</li> <li>3. Install and administer the security for various system and network components, including access to internet, protection against viruses, etc.</li> <li>4. Provide the user support for MS Windows, and MS Office, as well as for other programs used in the office.</li> <li>5. Analyze computer systems; recommend new systems and/or enhancements in the functionality of the existing systems.</li> <li>6. Implement the proper backup/restore, data validation and security procedures to assure data integrity and availability.</li> <li>7. Identify and support technology solutions for database related support.</li> <li>8. Assist in administration of Database Server and fixing of database related problems.</li> <li>9. Run Database queries and procedures.</li> <li>10. Assist in maintenance of systems, sub systems and modules of mission</li> </ol>	

database in accordance with the needs and requirements of each program and project.

11. Provide user support, and training to use, operation, and maintenance of the databases and assist in the implementation of all auxiliary sub systems and modules.

12. Other related duties as required.

#### IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

##### EDUCATION

- University Degree in IT, Computer Science, or related field with minimum 2 years of experience or  
A high school diploma in related field with minimum 4 years' experience.
- Knowledge of Microsoft Operating Systems, Server Administration, Networking and Desktop applications and Databases
- Knowledge in TCP/IP Networking
- Knowledge of LAN/WAN Technologies
- Experience in the following tools: MS SQL Server, C++, MS Access is a plus
- Any certification is a plus: CCNA

##### EXPERIENCE

- Demonstrated ability to maintain accuracy and confidentiality in performing responsibilities.
- Previous work experience with an international organization and NGOs dealing with refugees would be a strong advantage.

#### V. LANGUAGES

Required (Specify the required knowledge)	Advantageous
Fluency in English and Kiswahili are required.	Working knowledge of French is an advantage.

#### VI. COMPETENCIES

The incumbent is expected to demonstrate the following values and 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 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:**

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 opened for Tanzanian national only. Only e-mail applications will be considered.

For further information, please refer to: <https://tanzania.iom.int/careers>

**Posting period: From 07<sup>th</sup> October 2022 – 20<sup>th</sup> October 2022**



## **POST DESCRIPTION**

<b>I. POSITION INFORMATION</b>	
VN	IOM/KSU/017/2022 – (6 Positions)
Position title	Migration Health Nurse
Position grade	G-5
Duty station	Kasulu/Makere, United Republic of Tanzania.
Appointment type	OYFT – 12 Months, with possible extension
Position number	To be created
Job family	Migration Health Division
Organizational unit	10010625
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Position rated on	Pre-classified
Reports directly to	Chief Migration Health Nurse
Number of Direct Reports	0
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>Under the overall supervision of the Chief of Mission (CoM) and the direct supervision of the Chief Migration Health Nurse (CMHN) and in coordination with Senior Migration Health Nurse, the successful candidate will be responsible for the following duties and responsibilities in relation to the Migration Health Assessment Centre (MHAC) in Kasulu/Makere, Tanzania.</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<ol style="list-style-type: none"><li>1. Perform daily nursing activities in the Migration Health Assessment Clinic (MHAC) to fulfil the technical requirements of the resettlement countries in the areas of:<ol style="list-style-type: none"><li>a. Medical examinations,<ol style="list-style-type: none"><li>i. Such as checking vital signs, weight, height, visual acuity;</li><li>ii. Blood, urine or sputum collection as required;</li></ol></li><li>b. Imaging;</li><li>c. Laboratory testing;</li><li>d. Vaccinations;</li><li>e. TB management;</li><li>f. Treatment and referrals;</li><li>g. Pre-departure procedures and medical movements;</li><li>h. Documentation, certification and information transmission; and</li><li>i. Other technical areas as may be required.</li></ol></li><li>2. Provide information and detailed explanations to the migrants and/or refugees in relation to:<ul style="list-style-type: none"><li>• The migration health assessment process ; and,</li><li>• Treatments and referrals.</li></ul></li><li>3. Ensure proper identification and follow-up by:<ul style="list-style-type: none"><li>• Comprehensive history taking;</li><li>• Accurate and thorough Bio-data collection;</li></ul></li></ol>	



- Ensuring ID verification for each step of the health assessment process; and,
  - Keeping a register of applicants who undergo health investigations and testing.
4. Follow and implement the Health Assessment Programme's check lists and SOP's and maintain standard universal precautions within MHAC.
  5. Verify samples of sputum, blood or others are properly transported to the laboratory or previously designated location.
  6. Maintain and monitor the MHAC pharmacy, stock, medical kits and emergency kits within the MHAC and for medical escorts if applicable.
  7. Provide pre and/or post counselling to migrants or refugees on TB or HIV education, prevention and management as appropriate.
  8. Prepare administrative reports and program updates as necessary.
  9. Support the planning and execution of mobile missions if applicable.
  10. Assist with pre-departure documents, briefings and preparations as necessary.
  11. Perform medical escort duties when required to ensure migrants receive continued care throughout all phases of migration (before departure, during the journey and at the final destination).
  12. Maintain collaborative relationships with various partners to facilitate the follow up and relevant information sharing. Partners include internal IOM departments, other health providers, panel physicians, embassies other UN agencies or NGO's and others as applicable.
  13. Collect statistical information and share with the Senior Migration Health Nurse or CMHO as per preset and agreed upon format.
  14. Perform other duties as may be assigned.

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

##### **EDUCATION**

- Nursing Degree with a minimum of three years relevant clinical experience.
- Valid license to practice nursing in Tanzania.

##### **EXPERIENCE**



- Excellent technical skills, including in phlebotomy.
- Training or working experience in the areas of Tuberculosis management, mass immunizations, communicable diseases, laboratory testing or public health is an advantage.
- Computer literacy required: MS Office suite (Word, Excel, Access)

#### V. LANGUAGES

Required <i>(specify the required knowledge)</i>	Advantageous
Fluency in English and Kiswahili (oral and written).	Working knowledge of French

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

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: 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 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.

**Other:**

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



International Organization for Migration (IOM)  
The UN Migration Agency

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**Posting period: From 07<sup>th</sup> October 2022 – 20<sup>th</sup> October 2022**



## **POST DESCRIPTION**

<b>I. POSITION INFORMATION</b>	
VN	IOM/KSU/018/2022 (2 Positions)
Position title	Migration Health Physician (Health Assessment Programs)
Position grade	NO-B
Duty station	Kasulu/Makere, United Republic of Tanzania.
Appointment type	OYFT – 12 Months, with possible extension
Position number	To be created
Job family	Migration Health Division
Organizational unit	10010625
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Position rated on	Pre-classified
Reports directly to	Migration Health Officer (MHO)
Number of Direct Reports	0
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>Under the overall supervision of the Chief of Mission (CoM) and the direct supervision of the Migration Health Officer (MHO), 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 Kasulu/Makere, Tanzania.</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<ol style="list-style-type: none"><li>1. Ensure the efficient daily operations of the Migration Health Assessment Center (MHAC), in close coordination with the Chief Migration Health Officer (CMHO).</li><li>2. Conduct the Kasulu/Makere, MHAC's migration health assessment process to fulfil the technical requirements of the resettlement countries in the areas of:<ol style="list-style-type: none"><li>a. Medical examinations;</li><li>b. Imaging;</li><li>c. Laboratory testing;</li><li>d. Vaccinations;</li><li>e. TB management;</li><li>f. Treatment and referrals;</li><li>g. Pre-departure procedures and medical movements;</li><li>h. Documentation, certification and information transmission; and,</li><li>i. Other technical areas as may be required</li></ol></li><li>3. Ensure proper identification of refugees and migrants during the health assessment and record all relevant health information in standard forms; ensuring completeness and accuracy of the recorded information.</li></ol>	





4. Perform treatment for TB and sexually transmitted infections and provide support to the HIV and counselling activities. Oversee and coordinate the management of TB cases to ensure effective TB treatment.
5. Oversee and coordinate accurate and effective provision of immunization and presumptive treatment programmes in full compliance with the technical guidelines and protocols of the resettlement countries. Assist CMHO in monitoring, supervising and educating all staff in the delivery of these programmes.
6. Contribute to and maintain a system of quality improvement for each service area within the MHAC. Undertake quality control activities on a regular basis, including practice observation, desk audits and use of self-assessment tools. Use data analysis and web reporting system to monitor performance indicators. Ensure implementation of the global IOM Standard Operating Procedures (SOPs); create and implement Kasulu/Makere specific SOPs for each service area. Ensure proper reporting and management of incidents according to the Guidance Note for Incident Management.
7. Organize systematic collection, processing and analyses of migration health data according to guidelines established by the CMHO. Ensure data quality. Provide periodic, as well as ad-hoc reporting to the CMHO for Migration Health activities.
8. Ensure that all data related to health assessment programmes is appropriately entered to Migrant Management Operational System Application (MiMOSA) and other related databases.
9. Oversee the financial aspects of the MHAC in close coordination with the mission's finance staff: supervise budget preparation, suggest adjustments and cost-effective solutions, and review financial reports.
10. Provide oversight and coordinate the procurement of medical equipment, vaccines, medications and other medical supplies in coordination with the CMHO and the Resource Management Unit.
11. Perform such other duties as may be assigned by the Supervisor.

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

##### **EDUCATION**

- University Degree in Medicine from an accredited academic institution with four years of relevant experience;



EXPERIENCE	
<ul style="list-style-type: none"> <li>• Minimum of four (4) years, post-graduation, (post internship in countries with mandatory internship programs) continuous clinical experience, preferably in a multidisciplinary hospital setting. The last clinical posting should be within the last five years; and,</li> <li>• Valid license to practice within country is mandatory.</li> </ul>	
V. LANGUAGES	
Required <i>(specify the required knowledge)</i>	Advantageous
Fluency in English and Kiswahili (oral and written).	Working knowledge of French
VI. COMPETENCIES <sup>1</sup>	
<p>The incumbent is expected to demonstrate the following values and competencies:</p> <p><b>Values</b> - all IOM staff members must abide by and demonstrate these three values:</p> <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> <p><b>Core Competencies</b> – behavioural indicators <i>level 2</i></p> <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>	

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9. EDUCATION: Give full details, using the following space in so far as it is appropriate of schools or other formal training or education from age 14 (e.g. high school, technical school, apprenticeship, university or its equivalent):

Name and Place	Type	Years attended		Certificates, diplomas, degrees or academic distinctions obtained
		From	To	

10. A) Indicate speed in words per minute (if applicable)				B) List any special skills you possess and machines and equipment you can use				
	English	French	Spanish				Other Languages	
Shorthand								
Typing								

11. List all organizations with which you are or have been affiliated. This list is to include all affiliations, whether social, professional, fraternal, etc.

12. List activities in civic, public or international affairs and name any significant publications you have written.

13. For what kind of work do you wish to be considered?

14. A) Are you willing to accept a post requiring travel?  
 B) Would you accept short term employment?  
 C) Would you accept an emergency field assignment at short notice?

15. In the event of your being selected, how much notice would you need before appointment?

16. Have you any objections to our making inquiries of your present employer? Yes  No

17. EMPLOYMENT RECORD : Starting with your present occupation, list in reverse order each activity in which you have been engaged, **accounting fully for your time. List military service and any period of unemployment of more than six months' duration.** Use a separate block for each period and additional sheets if necessary.

Present or most recent occupation		Description of duties and responsibilities	
Dates		Annual emoluments:	
From (month/year)	To (month/year)	Salary	
		Allowances	
		Total	
Business or organization (name and address, including city)			
Title of your post or occupation		Name of Supervisor	
Number and kind of employees supervised by you			
Personal address during this period			
Reason for leaving			
Dates		Total annual emoluments:	
From (month/year)	To (month/year)		
Business or organization (name and address, including city)			
Title of your post or occupation		Name of Supervisor	
Number and kind of employees supervised by you			
Personal address during this period			
Reason for leaving			
Dates		Total annual emoluments:	
From (month/year)	To (month/year)		
Business or organization (name and address, including city)			
Title of your post or occupation		Name of Supervisor	
Number and kind of employees supervised by you			
Personal address during this period			
Reason for leaving			

18. References: List three persons not related to you who are familiar with your character and qualifications. Do not repeat names of supervisors listed under Item 17.

Name in full (Direct Supervisors)	Telephone Number and Email	Business or Occupation

19. (a) Have you ever been arrested, indicted or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned or placed on probation in connection with such a proceeding, or have you ever been arrested or required to deposit bail or collateral for the violation of any law or regulation, civil or military (excluding traffic violations)?

\_\_\_\_\_

Answer "Yes" or "No"

(b) If your answer is "Yes" under item 19 (a) above, attach separate sheet giving details of all arrests and fines other than minor traffic violations. Specify charge, date, place where arrested, and disposition.

20. State any other relevant facts. Include information regarding any residence or prolonged travel abroad, give dates, areas, purpose, etc. State any significant experience not included in Section 17 which you believe will serve in the evaluation of your record.

21. State any disabilities which might limit the performance of your work. (Appointment is subject to compliance with medical requirements.)

**Having answered every question above,** I, the undersigned, declare that the information contained in this form is, to the best of my knowledge, true, complete and accurate, knowing that, if employed, any false declaration or concealment of material facts may result in disciplinary action including dismissal.

Place and Date \_\_\_\_\_

Signature \_\_\_\_\_

PLEASE NOTE

Applications will not, as a general rule, be valid or retained by the Organization for more than one year from date of receipt. While you may rest assured that your candidature will be carefully examined, receipt of this form will not be acknowledged, and any further correspondence will be initiated by the Organization.