

POST DESCRIPTION

SECTION 1

Position Information

SVN	IOM/KSU/006/2024
Position Title	Fleet Mechanic Clerk
Position Grade	G-3
Duty Station	Kasulu, Tanzania United Republic Of
Duration	1 Year with possibility of extension
Position Number	20067332
Job Family	Support
Organizational Unit	Procurement & Logistic Unit
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	Rated
Overall Supervision	Procurement and Logistics Officer
Reports directly to	Fleet Management Assistant
Number of Direct Reports	0

SECTION 2

Organizational Context and Scope

Since the inception of IOM in 1951, Movement Operations have been and continue to be a fundamental pillar of the Organization’s work. The organized movement of persons in need of international migration assistance is a primary mandate of the Organization and a cornerstone of IOM’s operations. This mandate has resulted in the international transport of more than 15 million migrants and refugees worldwide. Movement Operations departments in various IOM missions, coordinated under the division of Resettlement and Movement Management (RMM) in the Department of Operations and Emergencies (DOE) at IOM’s Geneva Headquarters, are responsible for all aspects of travel for migrants and refugees under IOM’s auspices, in accordance with the various framework agreements with resettlement and receiving Governments and partners across the spectrum of the Organization's programmes.

Under the overall guidance of the Procurement and Logistic Officer, and under the direct and technical supervision of the Fleet Management Assistant, the incumbent will be responsible for maintaining IOM vehicles, trucks and generators in a safe manner as well

as assisting in the duty for the overall management and oversight of all Fleet Management activities.

The Fleet Mechanic Clerk is responsible for performing routine maintenance, servicing, and repairing of all IOM vehicles, trucks and generators as well as assisting with the fleet operations in accordance with the procedures, normative guidelines and business rules set by IOM. The Fleet Mechanic Clerk must be able to complete all fleet maintenance processes and ensure that assets meet IOM specifications always, specifically, the Fleet Mechanic Clerk is responsible to carry out the following:

SECTION 3

Responsibilities and Accountabilities

1. Be responsible for maintaining the below tasks:
 - The vehicles/trucks maintenance forms and the log sheets (in case of service and repair).
 - The vehicles/trucks fuel records.
 - The vehicles/trucks logbook.
 - The drivers' attendance sheets.
 - The drivers' operating roster.
 - The spare parts consumption records and shipments coming from Dar es salaam.
2. Provide clerical assistance to the Fleet Management Assistant with the drivers' attendance sheets, verifying the contract duration for each driver, confirming the monthly invoices are correct, and assisting with the preparation and the transfer of vehicles/trucks from point to point.
3. Provide timely data entry of the information submitted by the fleet management assistant, logistics and procurement officers, and operations officers into the appropriate data sheets as well as the data provided in the log sheets, checking the accuracy of the information before processing data into the system.
4. Maintain confidentiality of all data received and input to the systems, Database update and management, archiving system update and management.
5. Inspects and drives repaired vehicles to verify repairs, raises vehicles, using hydraulic jack or hoist, to gain accesses to the mechanical units bolted to underside of vehicles.
6. Removes unit such as engine, transmission, or differential, using wrenches, portable air hoist, and transmission jack, disassembles units and inspects part for wear, using micrometers, callipers, and thickness of gauge.

7. Repairs or replaces parts such as pistons, rods, gears, valves, and bearings using mechanical hand tools, overhauls or replaces carburetors, blowers, generators, distributors, starters, and alternators.
8. Rewires ignition system, lights, and instrument panels.
9. Relines and adjusts brakes, aligns front end, repairs or replaces shock absorbers, and solders minor leaks in radiator, Mends damaged body and fenders by hammering out or filling in dents and welding broken parts.
10. Replaces and adjust headlights, and installs and repairs accessories; such as heaters, mirrors, and windshield wipers, makes minor repairs to vehicles and generators, such as replacing spark plugs, batteries, and light bulbs, and connecting loose wires.
11. Troubleshoots air systems, and electrical, Maintains work area in a clean and organized manner.
12. Perform such other duties as may be assigned.

SECTION 4

Required Qualifications and Experience

EDUCATION

- A Bachelor Degree with a minimum of one year of working experience in the related field.
- Or High School Certificate/Diploma from an accredited educational institution with three years of working experience.

EXPERIENCE

- A minimum of three (3) years of relevant experience
- Experience in providing maintenance and repair services for buses is an added advantage.

SKILLS

- Computer Literacy in Windows
- Knowledge in Microsoft Office application package.
- Strong interpersonal and communication skills.
- Possession of driver's license for both light vehicles and buses is a clear advantage.

SECTION 5

Languages

REQUIRED

- Knowledge of both languages English and Swahili is required (oral and written).

DESIRABLE

- Working knowledge of French and/or Spanish is an advantage.

SECTION 6

Competencies¹

■ The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

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.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioral 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 actions and delegated work.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

Communication: Encourages and contributes to clear and open communication.
Explains complex matters in an informative, inspiring, and motivational way.

OTHER:

The UN system in Tanzania provides a work environment that reflects the values of gender equality, teamwork, diversity, integrity, a healthy balance of work and life and equal opportunities for all, including persons with disability.

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

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 Number with 3 professional references and contacts to email address:

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 05th February 2024–18th February 2024

GENERIC POST DESCRIPTION

SECTION 1

Position Information

VN	IOM/KSU/01 I/2024
Position Title	Hygiene Promoter (Interpreter)-I Position
Position Grade	G-3
Duty Station	Kasulu/Makere, Tanzania United Republic Of
Duration	1 Year Fixed-Term Contract with possibility of extension
Position Number	To be created
Job Family	Migration Health
Organizational Unit	MHD Unit
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	N/A
Reports directly to	Migration Health Nurse Officer
Overall Supervised by	Chief Migration Health Officer

SECTION 2

Organizational Context and Scope

Under the general supervision of the Chief Migration Health Officer and the direct supervision of Migration Health Nurse Officer, the Hygiene Promoter shall be responsible for implementing hygiene promotion activities for refugees at health assessment centers and transit centers.

SECTION 3

Responsibilities and Accountabilities

1. Support implementation of health promotion activities in close coordination with the nurse and other MHD colleagues.
2. Perform Health and Hygiene Promotion and education session to the refugee clients upon arrival at MHD/Transit Centre (TC).
3. Conduct family to family visit on the daily basis at TC and encourage family member to fully participate in hygiene promotion campaign.
4. Implement hygiene activities to parents and children to help them acquire safer hygiene behaviours.
5. Assist Routine check of the accommodation and thorough inspection after meals and to ensure no leftover food is taken to the rooms.
6. Closely supervise on food preparation.
7. Provide selection mission support, exit permit support and/or interpretation services for individuals at the airport, in transit centers, camps, consolidation points and third-party facilities or during transport by air, ground or water.
8. Ensure all hand washing facilities provided are properly used.
9. Daily monitor of toilet cleanliness, usage and maintenance notification as needed.
10. Ensure enough water for drinking, hand washing, and other use are available and report at once when needed.
11. Ensure proper crowd control at the medical facility for all MHD activities.
12. To perform duties as interpreter when required.
13. Any other duties as assigned by the supervisor

SECTION 4

Required Qualifications and Experience

EDUCATION & EXPERIENCE

- Minimum of High School Diploma/ Certificate with 3 years of working experience in community related works or hygiene and environment areas. / Diploma of environmental health.
- Or Bachelor degree in related field with one year working experience.

SKILLS

- Good knowledge of Word, Excel, and Internet.
- Strong interpersonal and communication skills.

SECTION 5

Languages

REQUIRED

For all applicants, fluency in English is required (oral and written).

DESIRABLE

Working knowledge of French and/or Spanish is an advantage.

SECTION 6

Competencies¹

■ The incumbent is expected to demonstrate the following values and competencies:

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Integrity and transparency: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

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Professionalism: Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioral indicators – Level I

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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring, and motivational way.

OTHER:

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Posting period: From 06th February 2024 – 19th February 2024



GENERIC POST DESCRIPTION

SECTION 1

Position Information

VN	IOM/KSU/012/2024
Position Title	Migration Health Physician (Health Assessment Programme)-I Position
Position Grade	NO-B
Appointment Type	Fixed-Term, One Year with possibility of extension
Duty Station	Kasulu/Makere, Tanzania United Republic Of
Position Number	To be created
Job Family	Migration Health
Organizational Unit	MHD Unit
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	N/A
Reports directly to	Migration Health Officer
Number of Direct Reports	Chief Migration Health Officer

SECTION 2

Organizational Context and Scope

Under the overall supervision of the Chief Migration Health Officer 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.

SECTION 3

Responsibilities and Accountabilities

1. Ensure the efficient daily operations of the Migration Health Assessment Center (MHAC), in close coordination with the Chief Migration Health Officer (CMHO).
2. Conduct the Kasulu/Makere, MHAC's migration health assessment process to fulfil the technical requirements of the resettlement countries in the areas of:
 - a. Medical examinations;
 - b. Imaging;
 - c. Laboratory testing;
 - d. Vaccinations;
 - e. TB management;
 - f. Treatment and referrals;
 - g. Pre-departure procedures and medical movements;
 - h. Documentation, certification and information transmission; and,
 - i. Other technical areas as may be required
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.
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.

SECTION 4

Required Qualifications and Experience

EDUCATION

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

EXPERIENCE

- 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,
- Valid license to practice within country is mandatory.

SKILLS

- Strong written and verbal communication skills and ability to effectively communicate with and lead a team.
- Demonstrated proficiency with MiMOSA.
- Excellent computer skills and a high level of proficiency in spreadsheet and database applications.

TECHNICAL

- Delivers on set objectives in hardship situations as required;
- Effectively coordinates actions with other implementing partners;

SECTION 5

Languages

REQUIRED

For all applicants, fluency in English and Swahili is required (oral and written).

DESIRABLE

Working knowledge of French and/or Spanish is an advantage.

SECTION 6

Competencies¹

■ The incumbent is expected to demonstrate the following values and competencies:

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Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

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.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioural indicators – Level 2

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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

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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 leadership and professional potential.

Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.

Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.

Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.

Humility: Leads with humility and shows openness to acknowledging own shortcomings.

OTHER:

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HOW TO APPLY:

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Posting period: From 06th February 2024 to 19th February 2024

GENERIC POST DESCRIPTION

SECTION 1

Position Information

VN	IOM/KSU/013/2024
Position Title	Radiologic Technologist-1 Position
Position Grade	G-5
Duty Station	Kasulu/Makere, Tanzania United Republic Of
Duration	1 Year Fixed-Term Contract with possibility of extension
Position Number	To be created
Job Family	Migration Health
Organizational Unit	MHD Unit
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	02.10.2018
Reports directly to	Migration Health Officer
Overall Supervised by	Chief Migration Health Officer

SECTION 2

Organizational Context and Scope

Under the direct supervision of the Migration Health Officer, and with the technical guidance from IOM Teleradiology Center and the overall supervision of the Chief Migration Health Officer, the successful candidate will be responsible for processing screening X-ray of the refugees and immigrants in the IOM Health Assessment Programme, and will specifically carry-out the following duties and responsibilities:

SECTION 3

Responsibilities and Accountabilities

1. Take good quality chest X-ray images of migrants as requested by Physicians and/or Radiologist in accordance with IOM and international radiographic standards and resettlement countries technical instructions. Take the appropriate additional chest X-ray views using the standard procedures, when requested.
2. Explain the X-ray examination procedures to applicants and answer questions. Prepare equipment's and examination rooms for use, perform proper ID checking, correct biodata entry to CR/DR machines and standard labelling of the radiographic images avoiding substitutions.
3. Apply proper radiographic techniques and radiation protection procedures during X-ray taking, including providing pelvic lead shielding for all, double wrap-around lead shielding for pregnant woman, positioning of applicants, collimation of X-ray beam, and use of proper X-ray exposure factors, and monitoring of applicants during the examinations.
4. Perform proper processing of digital images on CR/DR machine, review the image quality and repeat when the image quality is not acceptable. Report important/urgent information to Radiologists and/or Physician.
5. Contribute to maintaining consistently high-quality chest X-rays in the Radiology Unit through proper utilization of radiographic techniques, checking, and correcting technical quality of the images, adherence to technical requirements of resettlement countries and training of staff involved in chest X-ray taking. Take the role of quality assurance focal person for the X-ray Unit, as needed.
6. Participate in ensuring the overall radiation safety of the applicants, staff, and the public by applying the standard radiation protection rules and regulations, regularly wearing personal radiation measurement badges, assisting the reading of the personal radiation monitoring badge, performing the duties of radiation protection focal person and communicating with the respective authorities, as needed.
7. Take part in the regular and timely quality assurance of the CR/DR X-ray machines through proper handling of machines and regular checking of equipment performance and reporting of issues immediately. Contact external and internal technical service providers regarding maintenance service and repair of the X-ray equipment as needed.
8. Contribute in optimizing the workflow in the Radiology Unit through applying regular quality control and improvement of the standard operating procedures

including identification procedures and correctness of data entry to ensure quick, correct, and smooth X-ray processing and timely delivery of chest X-ray images and reports.

9. Prepare daily worklists, barcodes, check the identity of applicants, radiographic counselling, uploading digital Chest X-rays images to e-Medical website, and/or burning images on CDs.
10. Prepare statistical summary reports on operational activities of the Radiology Unit, document any other information, and properly keep records as needed.
11. Communicate with the Radiologist and/or Teleradiology Centers for the reading of the chest X-rays, take the role of the Country Office's focal person for coordinating the radiology chest X-ray reading workflow and provide the chest X-ray reports to the panel physicians as needed.
12. Contribute in implementing infection control measures and maintaining a tidy and neat work environment in the Radiology Unit.
13. Suggest additional measures to improve the quality, speed or safety of the radiological procedures as needed.
14. Perform sonographic (obstetric, abdominal-pelvic, chest, etc.) examinations on clients as requested by the migration health physicians.
15. Perform any other duties as may be assigned.

SECTION 4

Required Qualifications and Experience

EDUCATION

- Bachelor's degree or Diploma from an accredited academic institution in Radiologic Technology in countries where the scope of responsibilities is fulfilled according to national regulations.
- A valid license to practice Radiography.

EXPERIENCE

- Three years for Bachelor degree holder and Five years for diploma holders working experience in radiography, especially Chest X-Ray and ultrasonography.
- Knowledge and experience of radiographic/sonographic techniques;
- Knowledge and experience in radiographic procedure, radiologic safety, and quality management process;
- Knowledge on digital machine.
- Knowledge and experience in radiology information systems and Picture archiving and communication systems.
- Experience in screening chest X-ray and Health Assessment Programs

SKILLS

- Leadership skills (desirable);
- Organizational skills;
- Communication skills.
- Good computer skill, especially in Microsoft Excel.

SECTION 5

Languages

REQUIRED

For all applicants, fluency in English & Kiswahili is required (oral and written).

DESIRABLE

Working knowledge of French and/or Spanish is an advantage.

SECTION 6

Competencies¹

■ The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

Integrity and transparency: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

Professionalism: Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioral indicators – Level I

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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring, and motivational way.

OTHER:

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Posting period: From 06th February 2024 – 19th February 2024

GENERIC POST DESCRIPTION

SECTION 1

Position Information

SVN	IOM/KSU/014/2024
Position Title	Construction Engineer-1 Position
Position Grade	UG
Duty Station	Kasulu/Makere, Tanzania United Republic Of
Duration	3 Months Contract with possibility of extension
Position Number	To be created
Job Family	Migration Health
Organizational Unit	MHD Unit
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	N/A
Reports directly to	Chief Migration Health Officer
Overall Supervised by	Head of Sub-Office

SECTION 2

Organizational Context and Scope

Under the overall supervision of the Chief Migration Health officer in Kasulu and the direct supervision of the Head of Sub Office, Kasulu, the Construction Engineer will be responsible and accountable to oversee the construction activities of extension/expansion of medical laboratory, incinerator and medical (MHD) store at Makere Refugee Processing Center, Kasulu district in Kigoma region. The main responsibilities of the incumbent will include but are not limited to the following activities:

SECTION 3

Responsibilities and Accountabilities

1. Working in close collaboration with the Government Engineer who is responsible for the project, providing overall technical supervision for the satisfactory implementation of the project.
2. Ascertain quality of construction materials including standard checking and giving necessary approvals. In this context, giving instructions to the contractor for necessary material testing, evaluating test reports, and approving materials/giving necessary feedback for the improvement of quality.
3. Monitor the program of work including evaluating the progress of work and giving necessary inputs to the contractor' to keep the project on track.
4. Prepare weekly report including percentage progress of work, contractors' manpower on-site, other resources available for the construction work, problems encountered and how those are overcome, coordination with Government stakeholders etc. and submit to Head of Sub Office for his review. Photographs indicating the progress during the week and any other reports need to be attached as supporting documents.
5. Verify that the construction is carried out according to the BOQ's, drawings and specifications provided by IOM.
6. If there is any need for a deviation from the original scope of work or need for any additional work immediately report it to the Head of Sub Office including necessary supporting documents such as drawings and BoQ's and reasons for the deviation or additional work. Record such deviations from the original design along with the reasons for the change. Getting necessary approvals before carrying out such work.
7. Jointly measure & record field measurements with the participation of the contractor and check and certify contractors' measurement certificates.
8. Prepare/check payment certificates for the completed works and recommend payment installments for the work done.
9. Perform other duties as may be assigned by the Construction Manager.
10. Take part in the regular and timely quality assurance of the CR/DR X-ray machines through proper handling of machines and regular checking of equipment performance and reporting of issues immediately. Contact external and internal technical service providers regarding maintenance service and repair of the X-ray equipment as needed.

SECTION 4

Required Qualifications and Experience

EDUCATION

- University degree in Civil Engineering with 5 years of relevant work experience or Diploma with 7 years of relevant work experience.
- Knowledge and training in local engineering concepts and field construction methodology, or equivalent combination of education, training and experience.

EXPERIENCE

- Experience in the construction or related field.
- Experience in working in an international environment and in liaising with a variety of partners at all levels of the hierarchy.
- Excellent communication and negotiation skills
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds, ability to handle confidential matters.
- Ability to meet deadlines and work under pressure.
- Good level of computer literacy, proficiency in Auto CAD, Microsoft Word and Excel will be considered as an advantage.
- Experience in working in an international environment and in liaising with a variety of partners at all levels of the hierarchy.
- Experience in construction of health laboratory facility(ies), preferably biosafety level III TB containment with negative pressure system is an added advantage .

SKILLS

- Leadership skills (desirable);
- Organizational skills;
- Communication skills.
- Good computer skill, especially in Microsoft Excel.

SECTION 5

Languages

REQUIRED

For all applicants, fluency in English & Kiswahili is required (oral and written).

DESIRABLE

Working knowledge of French and/or Spanish is an advantage.

SECTION 6

Competencies¹

■ The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural

differences. Encourages diversity and inclusion.

Integrity and transparency: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

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Professionalism: Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioral indicators – Level I

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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring, and motivational way.

OTHER:

The UN system in Tanzania provides a work environment that reflects the values of gender equality, teamwork, diversity, integrity, a healthy balance of work and life and equal opportunities for all, including persons with disability.

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

NO FEES:

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HOW TO APPLY:

Interested candidates should fill in the PH form, submit CV's and cover letter indicating Vacancy Number with 3 professional references and contacts to email address:

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 06th February 2024 – 12th February 2024

GENERIC POST DESCRIPTION

SECTION 1

Position Information

VN	IOM/KSU/017/2024
Position Title	Migration Health Nurse-3 Positions
Position Grade	G-5
Duty Station	Kasulu/Makere, Tanzania United Republic Of
Duration	1 Year with possibility of extension
Position Number	To be created
Job Family	Migration Health
Organizational Unit	Migration Health Department
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	Pre-classified
Reports directly to	Migration Health Nurse Officer
Overall Supervised by	Chief Migration Health Officer

SECTION 2

Organizational Context and Scope

Under the overall supervision of the Chief Migration Health Officer (CMHO) and direct supervision of Migration Health Nurse Officer, 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.

SECTION 3

Responsibilities and Accountabilities

- I. Perform daily nursing activities in the Migration Health Assessment Clinic (MHAC) to fulfil the technical requirements of the resettlement countries in the areas of:
 - a) Medical examinations,
 - i. Such as checking vital signs, weight, height, visual acuity;
 - ii. Blood, urine, or sputum collection as required;
 - b) Imaging;
 - c) Laboratory testing;

- d) Vaccinations;
 - e) TB management;
 - f) Treatment and referrals;
 - g) Pre-departure procedures and medical movements;
 - h) Documentation, certification, and information transmission; and,
 - i) Other technical areas as may be required.
2. Provide information and detailed explanations to the migrants and/or refugees in relation to:
 - The migration health assessment process; and,
 - Treatments and referrals.
 3. Ensure proper identification and follow-up by:
 - Comprehensive history taking;
 - Accurate and thorough Biodata collection;
 - 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 Programmes 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.

SECTION 4

Required Qualifications and Experience

EDUCATION

- A Bachelor's Degree holder in Nursing with a minimum of three years of relevant clinical experience
- OR a Diploma in Nursing with a minimum of five years of relevant clinical experience
- A valid license to practice nursing in the United Republic of 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.
- Knowledge of and experience in clinical nursing.
- Excellent bedside manner.
- Knowledge of principles of preventive care and disease control.
- Knowledge and experience in implementation of patient safety and infection prevention and control
- Computer literacy required: MS Office suite (Word, Excel, Access).

SKILLS

- Organizational skills
- Strong interpersonal and communication skills.

SECTION 5

Languages

REQUIRED

For all applicants, fluency in English and Kiswahili are required (oral and written).

DESIRABLE

Working knowledge of French and/or Spanish is an advantage.

SECTION 6

Competencies¹

■ The incumbent is expected to demonstrate the following values and competencies:

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

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.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioral indicators – Level I

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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring, and motivational way.

OTHER:

The UN system in Tanzania provides a work environment that reflects the values of gender equality, teamwork, diversity, integrity, a healthy balance of work and life and equal opportunities for all, including persons with disability.

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

NO FEES:

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HOW TO APPLY:

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Posting period: From 08th February 2024– 21st February 2024

GENERIC POST DESCRIPTION

SECTION 1

Position Information

VN	IOM/KSU/015/2024
Position Title	Driver (1 Position)
Position Grade	G2
Duty Station	Kasulu/Makere, Tanzania United Republic Of
Durations	One Year with possibility of extension
Position Number	To be created
Job Family	Procurement & Logistics
Organizational Unit	10010625
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	Rated
Reports directly to	Procurement & Logistics Officer
Number of Direct Reports	0

SECTION 2

Organizational Context and Scope

Under the overall supervision of the Head of Sub Office (HoSO) in Kasulu/Makere, Tanzania United Republic Of and direct supervision of the Procurement and Logistics Officer; and, in collaboration with the relevant Units, the successful candidate will be responsible and accountable for the following functions in Sub-Office, Kasulu/Makere, Tanzania.

SECTION 3

Responsibilities and Accountabilities

1. Drive assigned IOM office vehicle(s).
2. Manage the day-to-day maintenance of the assigned vehicle(s) to ensure roadworthiness of the vehicles. This includes daily check of tires, brakes, engine oil, fan belt, etc.
3. Arrange for minor repairs and ensure that the vehicles are kept clean.

4. Ensure that the vehicles undertake regular service intervals.
5. Keep records of spare parts for vehicle(s) and conduct monthly inventory of the spare parts.
6. Find the most direct and safe route over the best available roads to the destination.
7. Ensure that the IOM vehicle(s) is used only for official/authorized business, as advised by the supervisor.
8. Make sure that the daily log sheet is prepared, and a monthly report is prepared summarizing statistics linked to mileage, fuel consumption, etc. for the vehicle.
9. Keep a high degree of confidentiality and discreteness in discussions, which involves IOM and its officials. Take proper actions to reduce potential security threats to IOM officials and/or property within the immediate vicinity of the vehicle and along transport routes.
10. Meet official personnel at the airport(s) and facilitate immigration and customs formalities as required.
11. Collect and deliver mail, documents, pouches, and other communications/items from and to the country office; go to the post office, airport, government agencies, other UN agencies, institutions, project sites, etc., to take and deliver items and communications; keep records as required.
12. When needed, assist the sub-office staff in performing simple clerical duties such as making and answering telephone calls, making photocopies, keeping records, etc.
13. Perform such other duties as may be assigned.

SECTION 4

Required Qualifications and Experience

EDUCATION

- High school degree/certificate with minimum 2 years of relevant working experience or Bachelor's Degree from an accredited institution.
- Valid national driver's license.

EXPERIENCE

- Knowledge of driving rules and regulations.
- Experience in driving a variety of makes and models of vehicles.
- Skills in minor vehicle repairs.
- Knowledge of radio, email, telephone, and other applications.

SKILLS

- Drives IOM vehicles in a safe manner consistent with local regulations.

SECTION 5

Languages

REQUIRED

- For all applicants, fluency in English and Kiswahili is required (oral and written).

DESIRABLE

- Class C – Driving License
- Working knowledge of French and/or Spanish is an advantage.

SECTION 6

Competencies¹

■ The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

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.

Courage: Demonstrates willingness to take a stand on issues of importance.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

OTHER:

The UN system in Tanzania provides a work environment that reflects the values of gender equality, teamwork, diversity, integrity, a healthy balance of work and life and equal opportunities for all, including persons with disability.

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

NO FEES:

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HOW TO APPLY:

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Posting period: From 08th February 2024 – 21st February 2024

GENERIC POST DESCRIPTION

SECTION 1

Position Information

VN	IOM/DAR/016/2024
Position Title	Migration Health Nurse-I Position
Position Grade	G-5
Duty Station	Dar es Salaam, Tanzania United Republic Of
Duration	1 Year with possibility of extension
Position Number	To be created
Job Family	Migration Health
Organizational Unit	Migration Health Department
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	Pre-classified
Reports directly to	Migration Health Nurse Officer
Overall Supervised by	Chief Migration Health Officer

SECTION 2

Organizational Context and Scope

Under the overall supervision of the Chief Migration Health Officer (CMHO) and direct supervision of Migration Health Nurse Officer, the successful candidate will be responsible for the following duties and responsibilities in relation to the Migration Health Assessment Centre (MHAC) in Dar es Salaam, Tanzania.

SECTION 3

Responsibilities and Accountabilities

- I. Perform daily nursing activities in the Migration Health Assessment Clinic (MHAC) to fulfil the technical requirements of the resettlement countries in the areas of:
 - a) Medical examinations,
 - i. Such as checking vital signs, weight, height, visual acuity;
 - ii. Blood, urine, or sputum collection as required;
 - b) Imaging;
 - c) Laboratory testing;

- d) Vaccinations;
 - e) TB management;
 - f) Treatment and referrals;
 - g) Pre-departure procedures and medical movements;
 - h) Documentation, certification, and information transmission; and,
 - i) Other technical areas as may be required.
2. Provide information and detailed explanations to the migrants and/or refugees in relation to:
 - The migration health assessment process; and,
 - Treatments and referrals.
 3. Ensure proper identification and follow-up by:
 - Comprehensive history taking;
 - Accurate and thorough Biodata collection;
 - 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 Programmes 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.

SECTION 4

Required Qualifications and Experience

EDUCATION

- A Bachelor's Degree holder in Nursing with a minimum of three years of relevant clinical experience
- OR a Diploma in Nursing with a minimum of five years of relevant clinical experience
- A valid license to practice nursing in the United Republic of Tanzania.

EXPERIENCE

- Excellent technical skills, including in phlebotomy.
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- Knowledge of and experience in clinical nursing.
- Excellent bedside manner.
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- Knowledge and experience in implementation of patient safety and infection prevention and control
- Computer literacy required: MS Office suite (Word, Excel, Access).

SKILLS

- Organizational skills
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SECTION 5

Languages

REQUIRED

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DESIRABLE

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