

VACANCY NOTICE



The International Organization for Migration is seeking qualified Turkish nationals and non-Turkish nationals holding a valid residence permit for the following position based in Istanbul, Turkey.

Vacancy Notice Number:	VN#TR/2018/13
Position Title:	Data Processing Assistant
Classification:	One Year Fixed Term Contract -with possible extension (G4)
Duty Station:	Istanbul- Turkey
Deadline of Applications:	02 March 2018
Number of Vacant Positions:	1

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

General Functions:

Under the direct supervision of the Migration Health Physician based in Istanbul (the coordinator of Migration Health Assessment Centre Istanbul) for technical matters and under overall supervision of the Chief Medical Officer in Istanbul, the successful incumbent should assist in execution of a range of health assessment, treatment, immunization, files clearance and storage and follow-up activities on behalf of IOM's beneficiaries in Turkey In particular, he/she will:

Major Duties and Responsibilities:

1. Register bio-data for all pre-screening medical forms.
2. Run and maintain medical database (MIMOSA) including data entry and backups
3. Prepare Medical Forms, Daily Schedules for Counselling, Laboratory and Radiology, Appointment Letters, Laboratory Codes; Chest X-ray labels and any other necessary lists as required by the Medical Unit
4. Assist in maintaining and extracting medical records, statistics and invoices in excel files in required format in precise and timely manner
5. Ensures accurate and timely transmission of data and information to IOM Operations and partners as required by the Project Management.
6. Check medical invoices and supporting documents for consistency and accuracy, submit them to the finance department
7. Implement internal document controls, in particular handling, security, confidentiality of medical information in process.
8. Assist smooth referrals to other partner hospital for beneficiaries
9. Help to Maintain IT network and equipment in IOM Istanbul Medical Unit.
10. Provide technical support to the medical staff including troubleshooting, software and hardware installation with the guidance of the senior IT.
11. Conduct IT related orientation to other staff/users.
12. Help to design under the supervision of the senior IT queries from the Medical information system and produces reports, both regular and ad-hoc.
13. File incoming/outgoing letters, memoranda, E-mails, telefaxes, as well as IOM documents and forms related to IOM medical operational matters.
14. Follow ethics and confidentiality rules to safeguard the interests of the applications and IOM.
15. Perform a wide range of administrative and logistical supports as required by the MHD team,

16. Perform such other duties that may be assigned.

Required Qualifications and Experience:

Education and Experience:

- Diploma from high school is required. Certificate in IT/Data entry is an added advantage.
- At least three years extensive experience in computer data entry, elaboration and analysis in a busy institution, preferably a medical one.
- High computer literacy in Windows, MS Office, and/or web page design would be an asset. Good understanding of SQL is required.
- Knowledge of medical terminology, as well as previous secretarial and archival experience, an added advantage.
- Typing speed of at least 60 words per minute.
- Active team player, able to work under pressure and to carry out tasks with attention to detail and instructions
- Personal commitment, efficiency, flexibility, good communication skills and able to work effectively and harmoniously with colleagues from various cultures and professional backgrounds.
- Previous working experience with NGOs or international organizations will be an added advantage.
- High level of integrity, sensitivity to cultural and social issues.

Languages:

- Fluency in **Turkish and English** is required.
- **Arabic** is an advantage.

Technical:

- Effectively applies knowledge of health issues in execution of responsibilities at appropriate level
- Maintains confidentiality and discretion in appropriate areas of work

Required Competencies

Behavioral

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with clients and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

Other:

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

Please be advised that this is a local position and as such only applications from candidates with a valid residence / working permit residing in Turkey will be considered.

How to Apply:

Interested candidates are requested to submit their application including the most recent CV with a cover letter in English with contact details (name, position, phone and e-mail details) of three references by indicating name of the position applied with its VN number in the subject line of the e-mail to iomtrjobs@iom.int or to IOM Birlik Mahallesi Sehit Kurbanı Akboga Sokak No:24 Cankaya, Ankara by the end of **02 March 2018**.

Please note that only shortlisted candidates will be contacted.