



### **Vacancy Announcement - VN/BW2023/05**

Vacancy/Reference Number : **VN/BW2023/05**  
Position Title : **Senior Migration Health Physician (Medical Officer)**  
Duty Station : **IOM Gaborone, Botswana**  
Position Grade : **NOC (UN Salary scale for National Officers in the Republic of Botswana)**  
Type of Appointment : **OYFT, 12 months with possibility of extension**  
Closing Date : **10 December 2023**

Established in 1951, International Organization for Migration (IOM) is the leading UN agency in the field of migration, works closely with governmental, intergovernmental and nongovernmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

#### ***Context and Scope:***

Under the overall supervision of the Head of Office/Officer in Charge and the direct supervision of the Chief Migration Health Officer (CMHO) the successful candidate will be responsible for the management of the Migration Health Assessment Centre (MHAC) in Gaborone, Botswana.

#### ***Core Functions / Responsibilities:***

##### **Health Assessment Portfolio**

1. Organize and supervise CITY MHAC's migration health assessment process to fulfil the technical requirements of the resettlement countries in the areas of:
  - Medical examinations;
  - Imaging;
  - Laboratory testing;
  - Vaccinations;
  - TB management;
  - Treatment and referrals;
  - Pre-departure procedures and medical movements;
  - Documentation, certification and information transmission; and,
  - Other technical areas as may be required.
2. Conduct health assessment for refugees and migrants, including review of medical history, physical examination, evaluation of Chest X-ray (CXR) and review of the lab results in accordance with the technical guidelines of the resettlement countries.

3. Maintain the infrastructure and equipment of MHAC premises so that they meet the professional standards of quality and safety and are sufficient and adequate for provision of the services.
4. Coordinate, with the Chief Migration Health Officer (CMHO), human resources and MHAC organizational structure needs to ensure sufficient and adequate planned levels of health assessments and that staff has necessary qualifications and skills. Contribute to the network of external human resources, such as consultants and medical escorts, to support health assessment process and travel assistance.
5. Ensure that the Chief Migration Health Officer is informed about the MHAC's health activities and that the IOM medical facilities have obtained approval to provide health assessments and related services.
6. Contribute to and maintain efficient, client-centered procedures while ensuring a high level of integrity at all stages of the MHAC's process, including client information and appointment system, payment, registration, pre- and post-test counselling, examination, testing, treatment and referrals, submission of health assessment results, pre-departure and other procedures. Establish within MHAC a system enabling clients to provide feedback.
7. 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 MHAC specific SOPs for each service area. Ensure proper reporting and management of incidents according to the Guidance Note for Incident Management.
8. Collaborate with the CMHO to incorporate additional public health interventions in the HAP context. Interventions may include surveillance for communicable diseases, outbreak preparedness and response, health education and health promotion, public health services for host communities, liaison with public health institutions and other activities.
9. Supervise health- and non-health staff as well as external consultants involved in the health assessment process; ensure that performance evaluations for health staff are completed in a timely manner. Ensure that all staff are aware of the IOM Standards of Conduct under Article 42, and continuously reinforce these standards. Inform in due time the CoM and the IOM Office of Ethics and conduct of any issues regarding staff misconduct.
10. Establish the MHAC staff development strategy in coordination with the CMHO, ensure that the appropriate plan is implemented. Within that plan, apart from attendance to external educational events, initiate, contribute to the organization and delivery of various professional in-house trainings.
11. Liaise with external service providers to negotiate agreements in coordination with Resources Management Officer (RMO). Exercise quality control over outsourced services and take corrective measures if necessary.
12. Maintain confidentiality and security of migration health data in accordance with the IOM Data Protection Principles.

13. 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.
14. 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.
15. 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.

#### **Other health activities**

16. Facilitate the integration of health assessment activities into the overall migration related programming of the Mission in CITY through close collaboration with the various units at the Country Office level.
17. Advise IOM colleagues on the link between the Health Assessment Programme with the two other core MHD programme areas - Health Promotion and Assistance to Migrants and Migration Health Assistance to Crisis-Affected Populations.
18. Perform such other duties as may be assigned by the direct supervisor.

### ***Required Qualifications and Experience***

#### **Education**

- University degree in Medicine from an accredited academic institution with preferred specializations in Family Medicine, Community or Public Health, Tropical Medicine or other related fields from an accredited academic institution with five (5) years of relevant professional experience of which at least three (3) years managerial responsibilities.
- Valid license to practice within country is mandatory.

#### **Experience**

- Professional continuous clinical experience, preferably in a multidisciplinary hospital setting or at IOM/similar international clinic context;
- Experience in Migration Health Assessments;
- Demonstrated progressive experience in health programme management;
- Experience in project development, management and report writing;
- Proven abilities to establish partnerships with government institutions, health institutions and other partners;
- Knowledge of public health;

- Demonstrable knowledge of patient safety and infection prevention and control;
- Experience in migration health emergency response is an asset

### **Skills**

- Effective managerial and leadership skills.
- Organizational skills.
- Communications skill

### **Languages**

IOM's official languages are English, French, and Spanish.

For this position, fluency in English is required. Knowledge of local languages is advantageous.

### ***Required Competencies***

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** - 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 actions 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

**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.

### **Additional Notes**

IOM is committed to a diverse and inclusive environment. External and internal candidates are eligible to apply for this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates and will be given priority over external applicants if they meet the minimum requirements.

Appointment will be subject to certification that the candidate is medically fit for appointment and obtains nationality ID or valid residency/work permit.

### **Method of application:**

If you are qualified for this position, please send your letter of motivation, up-to-date Resume/CV, copy of ID, Educational degrees and Complete IOM Personal History Form (which can be downloaded from this website: <https://ropretoria.iom.int/vacancies> ) to [gaboroneCVs@iom.int](mailto:gaboroneCVs@iom.int)

When you send your application, please specify the Vacancy reference number i.e. **VN/BW2023/05** on the subject line of your email. It will be challenging to track your application without the reference code provided. Incomplete applications will be rejected.

Please send your applications by **10 December 2023**. Only shortlisted candidates will be contacted.

ENQUIRIES WITH RESPECT TO THE JOB DESCRIPTION AND APPLICATION MAY BE DIRECTED TO THE SAME EMAIL ADDRESS