

VACANCY NOTICE



International Organization for Migration (IOM)
The UN Migration Agency

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 Ankara, Turkey.

Vacancy Notice Number:	VN#TR/2022/124
Position Title:	Medical Administrative Assistant
Duty Station:	Ankara – Turkey
Classification:	One Year Fixed Term (G5) – with possible extension
Deadline of Applications:	30 May 2022
Number of People to be hired	1
Eligibility:	Internal Candidates

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 overall supervision of the Chief Medical Officer (CMO) and the direct supervision of the Senior Medical Administrative Assistant 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 Ankara, Turkey.

The role of the medical administrative assistant is to support the Migration Health Assessment Centre (MHAC) in the smooth running of its administrative duties.

Major Duties and Responsibilities:

1. Support MHAC Ankara team in handling internal office administrative support procedures such as document tracking, filing, archiving and monthly reporting are well implemented in the MHAC.
2. Coordinate and maintain a systematic e-archiving system for payment and order forms.
3. Photocopy and scan administrative and medical documents as necessary.
4. Provide feedback on staff allocation to the various units within the MHAC.
5. Contribute to strengthening internal control mechanisms in line with MHD and Mission policies and instruction in communication with Senior Medical Administrative Assistant in Istanbul and relevant RM units and colleagues. adapt inputs for new procedures to complement or to improve existing instructions/standard operating procedures in order to achieve streamlined efficiencies.
6. With the Resource Management Officer (RMO) coordinate the issuance/renewal of staff contracts, leaves, attendance records maintenance, medical and insurance monitoring and security clearances. Act as main liaison between MHD Ankara and procurement, finance and HR units for all related activities.
7. Maintain an inventory and organize timely, cost-effective and appropriate procurement and storage of stationeries, IT equipment and consumables, hygiene products, medical supplies and equipment, as needed for the MHAC Ankara.
8. Coordinate the acquisition, renovation, refurbishment and regular maintenance of the MHAC facility with the MHAC Supervisor.

9. Administer the office's petty cash and submit the necessary reports to supervisor. Assist project beneficiaries in reimbursement of travel and other costs related to MHD processing. Ensure reconciliation of service fees and bank statements.
10. Assure correctness of travel authorizations and advise on allowances for staff members leaving on duty travel.
11. In co-ordination with the RMO, participate in budget and expenditures monitoring, monthly and annual financial reporting. Collect relevant statistics and provide financial analysis, in coordination with the MHAC supervisor.
12. Perform such other duties as may be assigned.

Required Qualifications:

Education:

- Bachelor's degree in Administration Management/ Medical Administration or a related field from an accredited academic institution with at least three years of relevant working experience; or
- Secondary School Diploma with at least five years of relevant working experience

Experience:

- Three years relevant professional experience, preferably in administrative support or similar roles;
- Working with refugees/migrants in a medical setting is an advantage;
- Previous working experience with NGOs or international organizations is an advantage;
- Demonstrated accuracy in handling and reporting data.

Languages:

- Fluency in **English and Turkish** is required.

Required Competencies

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

Values

- **Inclusion and respect for diversity:**
Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
- **Integrity and transparency:**
Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
 - Delivers on commitments; manages the organization's resources reliably and sustainably.
 - Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- **Professionalism:**
Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
 - Shows self-control and persistence when faced with difficult problems and remains calm in stressful situations.
 - Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Core Competencies – behavioural indicators *level 1*

- Teamwork: Establishes strong relationships with colleagues and partners; relates well to people at all levels.
 - Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
 - Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
 - Coordinates own work with that of the team to meet agreed priorities and deadlines.
- Delivering Results:
 - Produces quality results and provides quality services to clients.
 - Meets goals and timelines for delivery of products or services.
 - Shows understanding of own role and responsibilities in relation to expected results.
- Managing and sharing knowledge:
 - Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Accountability:
 - Accepts personal responsibility for quality and timeliness of work.
 - Operates in compliance with organizational regulations and rules.
 - Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.
- Communication:
 - Presents information using language and sequence of ideas that is easy for recipients to understand.

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 Sok. No:24 06610, Çankaya, Ankara Turkey by the end of **30 May 2022**.

Please note that only shortlisted candidates will be contacted.