



### Open to Internal and External Candidates

Reference No.	:	SVN/ID10/2022/053 REISSUED
Position Title	:	Temporary Migration Health Nurse
Duty Station	:	Tangerang
Organization Unit	:	Migration Health
Classification	:	General Service, Grade G-5
Type of Appointment	:	Special Short-Term Contract
Report to	:	National Programme Officer (RSR Health)
Estimated Start Date	:	As soon as possible
Closing Date	:	14 October 2022

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization. Read more about diversity and inclusion at IOM at [www.iom.int/diversity](http://www.iom.int/diversity).

For the purpose of this vacancy, the following internal candidates who meet the eligibility criteria are considered as first-tier candidates:

- Internal candidates on regular or fixed-term contracts should meet the minimum time in post requirement of eighteen months or more at the time of the closing of the SVN
- The minimum time in post requirement is six months for such internal candidates who are incumbents of a position being advertised or confirmed for discontinuation.
- Internal candidates on short-term contracts should meet the minimum time in post requirement of six months or more at the time of the closing of the SVN.
- Internal candidates selected through a SVN will keep their OYFT or TYFT contract and the duration of the contract will be aligned to the duration of the project and IOM policy, if the advertised position is in the same category as their current position, or will receive an SST graded contract if the position is in a different category.

In addition, all applicants should meet eligibility requirements for languages, education and work experience requirements stipulated in the SVN.

#### **Context:**

Operational in Indonesia for more than 40 years, IOM Indonesia is one of IOM's large missions in the world working on a wide range of activities in partnership with the Government of Indonesia, civil society, private sector actors, migrants and communities. IOM Indonesia is engaged in several thematic areas, including: Counter-Trafficking/Labour Mobility and Human Development (CT/LMHD), Disasters, Climate and Resilience (DCR), Immigration and Border Management (IBM), Migrant Assistance, Migration Health, and Resettlement and Voluntary Returns.

IOM aims to constantly enhance the quality of its resettlement activities as part of the Organization's principled and people-centred programming and in the interest of assisting the people as best we can to provide safe and dignified resettlement process. The resettlement health assessment unit provides essential support to States in resettling refugees and other humanitarian entrance specifically in health assessment and related assistant. IOM's pre-departure health activities as well as health assistance during the travel ensure that refugees' health needs are addressed prior to departure, that they are fit to travel, and that appropriate arrangements can be made for reception and continuity of care, when needed. Health Officer (SMHO) in Jakarta, the incumbent is expected to carry out his/her duties in accordance with medico-legal, moral and ethical standards with due respect for gender and socio-cultural differences and human dignity of the migrants.

### ***Responsibilities and Accountabilities***

1. Assist the Health Assessments Coordinator in maintaining optimal workflow in all health assessment-related activities in Indonesia and management of the routine health assessment programme for Refugees.
2. Coordinates with external counterparts and IOM colleagues to schedule and implement the IOM migration health assessment activities for refugees as necessary.
3. Assist the Health Assessments Coordinator in maintaining the overall quality and integrity of medical results/documents/files before they are submitted to the respective embassies.
4. Establish and maintain a filing system for all IME records.
5. Assist in the preparation and suggest updates of standard operating procedures based on latest information received from authorities requesting Immigration Medical Exams (IME).
6. Assure authentication of identity of IME clients; implementing fraud prevention measures; and providing overall counselling of the IME process when health assessment activities are performed by IOM physicians.
7. Assure that all samples collected for IME purposes are directly observed for quality and quantity including preparation before collection; assure anonymity of samples and arrange timely, cold chain assured delivery to specific laboratories as necessary.
8. Assist HAC/Migration health Physician in medical examination including collecting medical history, checking vital signs, weight, height and visual acuity.
9. Support Health Assessment Programme Administrator in liaising with Manila Migration Health Department Global Support Unit in relation to statistical reports and validation of health assessment data.
10. Responsible for the implementation of monitoring on treatment whenever needed, example: effective, verifiable, documented and safe directly observed therapy (DOT) for those patients deemed by the IOM migration health physicians in need of tuberculosis treatment, following international/national guidelines of respective international/ national TB treatment guidelines.
11. Ensures that all necessary pre-departure treatments are completed in coordination with the migration health physician.
12. Responsible to coordinate and liaise on all radiology imaging files from Jakarta and other IOM Sub offices to IOM Global Radiology Manila and deliver back the edited file with radiology reading to medical colleagues in the field
13. Responsible to register, insert and archive the photograph, identity card, medical laboratory and record with all existing medical files such as specialist report on resettlement cases either IME (Immigration Medical Examination) and PDMS (Pre-Departure Medical Screening) for Australia, New Zealand, USA, Canada, German or other resettlement countries in to e-medical and/or Mimosa in Jakarta area
14. Perform other duties as may be assigned.

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

### **Education**

- University Degree in Public Health or Nursing from an accredited academic institution, with three years of clinical nursing experience at recognized health institutions (equivalent to class B/C level health institutions); or
- Completed High School degree from an accredited health academic institution, with five years of clinical nursing experience at recognized health institutions (equivalent to class B/C level health institutions);

### **Experience**

- Minimum two years of experience in IME/Health Insurance field at a supervisory capacity;
- Experience in operating room, PACS, e-medical, Basic Medical Mimosa system and in large health assessments screenings, an advantage;

### **Skills**

- Knowledge in assisting emergency operations activities;
- Effectively applies knowledge of health issues in execution of responsibilities at appropriate level;
- Maintains confidentiality and discretion in appropriate areas of work;
- Proven ability and experience in liaising with UN, Government Departments/Authorities and other international organizations;
- Proficient in computer applications: Ms-Office.

### **Languages**

Fluency in **English** and **Bahasa Indonesia**, both written and spoken.

### ***Required Competencies***

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

#### **Value**

- **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 competency - 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**

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, verification of Education certificate and security clearances.

IOM applies local United Nations Salary Scale.

### **How to apply:**

Interested candidates are invited to submit their applications in **ENGLISH**, with:

- a) Cover letter, clearly specify suitability and availability date,
- b) Complete the Personal History Form which can be downloaded at the following link: <https://indonesia.iom.int/sites/indonesia/files/Personal%20History%20Form.xls>
- c) Detailed *curriculum vitae*, including historical salary and minimum three referees (preferably former direct supervisors).

Please submit your application online through email to [rindonesia@iom.int](mailto:rindonesia@iom.int), indicating the reference code above **(SVN/ID10/2022/053 REISSUED)** as subject. The deadline for applications is **14 October 2022**. Candidates applying for this vacancy are required to declare whether they have relatives already working for IOM.

**Only applicant who meets the above qualification will be considered**

### **Posting period:**

From 30.09.2022 to 14.10.2022