

Open to Internal and External Candidates

Position Title	: Medical Data Clerk
Duty Station	: Cairo, Egypt
Classification	: General Service Staff, Grade G3
Type of Appointment	: One Year Fixed Term with possibility of extension
Estimated Start Date	: As soon as possible
Reference Code	: VN-CAI/2018/19
Closing Date	: June 20, 2018

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.

Context:

Under the general overall supervision of the Chief medical officer Egypt & direct supervision of Senior data management assistant the incumbent shall perform the following essential functions:

Core Functions / Responsibilities:

1. Under the immediate supervision of the Senior Data Management assistant the incumbent will assist the Data Processing assistants in completing the registration process in MIMOSA for all the cases coming in MHAC for HA.
2. Maintains a filing system for all hard copies for all different MHAC projects.
3. Will be responsible for taking a quality assured identification Digital picture for all projects requiring it, Rename it and archive on a shared folder and provides the Data Processing team with the relevant link.
4. Gives medical appointment to applicants coming for all projects in MHAC. Also will follow up and trace all applicants whose numbers are unreachable.
5. Merges the DS forms generated from MiMOSA web with all additional documents, using the PDF application and saves it on the shared folder; provides a relevant link to the Data processing team upon request.
6. Calls the no show refugees who did not attend the medical appointment and gives new medical appointment with time and location.
7. Follows up with the non-IOM Panel physicians; transports the medical files to the data processing team in the clinic.
8. Is responsible for sending and receiving all documents from and to the clinic and IOM main office Building.
9. Will be responsible for answering all the calls coming in to MHAC by the applicants and act accordingly as the requirement may be.

10. Will be responsible for supplying all HA related information on calls to the applicants.
11. Will take part in the registration process on e-medical in case of high caseloads or as advised by the Senior Data Management Assistant.
12. Is responsible of sending all samples to MOH from the clinic.
13. Perform such other duties as may be assigned by the Senior Data Management Assistant.
14. Performs any other duties that may be assigned by from time to time by chief medical officer.

Required Qualifications and Experience

- **Education:** Secondary School or Diploma in any relevant field.
- **Experience:** Minimum 3 years of continuous professional working experience, preferably with in UN agencies/NGOs/IOs.
- **Others:** Good typing, writing, communication and negotiation skills; Computer literate on Microsoft Word, Excel and Access.

Languages

Fluent in **Arabic & English**.

Required Competencies

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments and setbacks

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests
- Articulates vision to motivate colleagues and follows through with commitments

Performance Management

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technological Awareness

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

Resource Mobilization

- Establishes realistic resource requirements to meet IOM needs

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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighboring 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 neighboring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their **application** and **cover letter** not later than **Wednesday, the 20th of June 2018**, at **17:00** O'clock, **Cairo** time on www.egypt.iom.int

In addition, please note that only the applications which would have been duly done, and which would have been submitted and received through IOM website within the announced time frame would be valid & considered for the announced vacancy.

Kindly note that for efficiency reasons, only shortlisted candidates will be contacted.