



**OPEN TO INTERNAL AND EXTERNAL CANDIDATE**

Reference No. : **CFCV/MZ10/2023/046**

Position Title : **Migration Health Surveillance Focal Point – REISSUED**

Duty Station : Pemba, Mozambique

Classification : **Consultancy, Grade : UG**

Type of Appointment : Consultancy Ungraded Contract, 3 (three) months with the possibility of extension. The first six months shall be considered as probation period.

Report to : MHD Programme Officer

Estimated Start Date : **As soon as possible**

Closing Date : **17 July 2023**

IOM is committed to a diverse and inclusive environment. This is a request for Curricula/expression of interest for the position of **Migration Health Surveillance Focal Point**. The successful candidate will be offered Consultancy Ungraded Contract.

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

**Context:**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency 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.

Under the overall supervision of the Resource Management Officer and direct supervision of the Supply Chain Officer and in close coordination with Head of Sub Office, the incumbent will be responsible for the incumbent will be responsible for organizing procurement activities including obtaining quotations, tendering, purchase and delivery of goods and services, and providing logistic or procurement support to the projects.

***Responsibilities and Accountabilities***

1. Supervise the community data entry process from partner repositories to the integrated repository, ensuring data cleaning, validation, and addressing any irregularities or issues that

- arise during the data entry process.
2. Utilize a standardized tool to perform routine data quality control checks, analyze data inconsistencies, and generate comprehensive reports outlining the findings. Identify trends and patterns in data quality and propose necessary improvements.
  3. Manage and maintain file organization and archiving system, including regular “back up” procedures for current data files using secure computer systems. Ensure data integrity and availability for future reference or retrieval.
  4. Collaborate in the preparation of statistical data analysis and modeling processes when requested. Assist in designing data analysis methodologies, and interpreting results to derive meaningful insights.
  5. Ensure timely and accurate delivery of reports based on the dashboard to different stakeholders’ specific requirements and communicate data-driven insights effectively.
  6. Uphold data security and confidentiality protocols to safeguard sensitive information. Implement appropriate access controls, and privacy measures to protect data from unauthorized access or breaches.
  7. Assist with any other data related task, as assigned.

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

#### **Education**

- Relevant master’s degree in public health, Higher Technician in Public Health, Medium Technician in Preventive Medicine and Environmental Sanitation, Degree in Environment.

#### **Experience**

- Medium Technician in Statistics (health), Degree in Statistics, Computer Science, Mathematics, or related areas.
- Ease of communication and good interpersonal relationship.
- Computer skills in the following packages: Word, Excel, Microsoft Access, and Internet.
- Experience in monitoring and evaluation.
- Knowledge of using data entry programs or tools, such as ODK, Kobo Tools, EpiInfo, CsPro, among other management and data cleaning programs such as MySQL and PostgreSQL.
- Knowledge of R and/or Python language/tools for data analysis;
- Experience in data management processes, including data quality and data cleansing.
- Experience in file management and respective back up.
- Confidentiality, ethics and professional ethics;
- Availability to work outside normal office hours, when necessary.
- Availability for field work

#### **Skills**

- Solid computer skills, including proficiency in MS Office package (Office, Excel, Power Point, Outlook), is essential;
- Undertake duties delegated by the respective supervision, hold self-accountable in completion of assigned task and manage resources efficiently;
- Knowledge of Computerized-aided design a data analysis programs, as well as design programs such as Adobe InDesign and photoshop a strong advantage;
- Knowledge of Health Programming is an advantage.

## Languages

Fluency in **Portuguese** both oral and written is required. At least working knowledge of English is required.

### ***Required Competencies***

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

**Values** – all IOM staff members must abide by demonstrate these three values:

- 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 Competencies** – 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.

### **How to apply:**

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

- a) Cover letter, clearly specify suitability and availability date.
- b) Detailed *curriculum vitae*, including historical salary and minimum three referees (preferably former direct supervisors).

Please submit your application by email to [iommzbvacancies@iom.int](mailto:iommzbvacancies@iom.int) , indicating the reference code above **(CFCV/MZ10/2023/046) – Migration Health Surveillance Focal Point** as subject. The deadline for applications is **17 July 2023**.

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

***No Fees:***

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

***Posting period:***

From 10.07.2023 to 17.07.2023