



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Health Information System Assistant**
Organizational Unit: **Migration Health Department**
Duty Station: **Al-Anbar-Iraq**
Type of Contract: **Sub-Contract to Stars & Orbit**
Grade: **Equivalent to G5**
Duration of Appointment: **Four (4) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **01st October 2020**
Reference Code: **CFA2020/IRQ/272**

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged, as well as the internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, the internal candidates are considered as first-tier candidates.

Context

Within its Health border and mobility management (HBMM) framework, IOM delivers and promotes comprehensive, immediate and long-term preventive and curative health programmes which are beneficial, accessible, and equitable for migrants, mobile population and other vulnerable and hard to reach populations. IOM works within existing health framework and with government authorities and Health, WASH, and Protection cluster coordination mechanism. IOM provides travel health assessments, emergency life-saving assistance and health system strengthening which has been disrupted by long term conflict, distance and other accessibility issues.

IOM Iraq was established in 2003, and has built a strong network of staff, offices and logistics capacity. With more than 1,500 staff and main offices in Baghdad, Erbil, and Basra and 16 sub-offices in key locations, IOM works in cooperation with the Government of Iraq to provide support across all of Iraq's 18 governorates. IOM works in partnership with UN agencies, Non-Governmental Organizations (NGOs) and Community Service Organizations (CSOs) as a member of the United Nations Country Team (UNCT) for Iraq. IOM supports the Ministry of Health in its response to the COVID-19 outbreak in Iraq. Working closely with the Departments of Health at the governorate level, UN agencies, and other health actors, IOM will strengthen disease surveillance, case management, infection prevention and control, and risk communication and community engagement to reduce disease transmission in Iraq.

Under the overall supervision of the Migration Health Emergency Response Coordinator, the administrative supervision of the Head of Sub Office and the direct supervision of the Migration Health Officer for Information Management in close coordination with the Team Leader in assigned governorate, the incumbent will be responsible for assisting programs related to return and recovery under the area of responsibility as below:

Core Functions / Responsibilities

1. Ensure timely collection and entry of quality and accurate data into various databases on the Management Information System (MIS) on a daily basis covering all activities under the Migration Health Department COVID-19 response.
2. Assist in verifying and preparing beneficiaries information packages and documentation for administrative purposes, follow procedures for documents internal validation.

3. Assist in carrying out weekly quality control and prepare related reports.
4. Assist in identifying mistakes in information collected and system management, report and act immediately to solve any issue.
5. Assist in testing the data collection tools and provide detailed feedback on ways to improve them.
6. Assist with the generation of quantitative reports for internal and external use.
7. Actively conduct data validation and cross-checking for data received from the field, follow up with teams to ensure complete and up to date information is uploaded and processed.
8. Assist in developing user manuals, training materials to be distributed to field teams on best practices.
9. Support in the training and day to day coaching of staff involved in data entry and data processing, while ensuring compliance to standards of quality and timely information sharing. Provide user support and the system training to the staff on ODK or any other data collection.
10. Ensure the effective use of the designated information systems, including web portals and application tools, to support inter-agency coordination.
11. Support and enforce data confidentiality guidelines to protect sensitive data.
12. Perform such other duties as may be required.

Required Qualifications

Education:

- University degree in Public Health, Statistics, Social Sciences, Information Technology, Computer Science, or any relevant field from an accredited academic university or institute with equivalent combination of relevant training and practical experience.

Experience and skills:

- Minimum 3 years of relevant experience in data collection and analysis, data quality check, data collection tools.
- Experience in GIS and visual mapping is an advantage.
- Experience with an international organization is an advantage.
- Familiarity with communicable disease response activities, the health sector in the region and/or other similar resources-limited contexts is an advantage.

Languages:

- Fluency in English and Arabic is required.
- Any other language is an asset.

Behavioral Competencies

- Work prioritization and ability to multitask.
- Shares knowledge and experience.
- Positive, constructive attitude.
- Ability to work and act under pressure with discretion in politically sensitive environment with a minimum of comfort.
- Responds positively to critical feedback and differing points of view.
- Ready to work independently, under tight deadlines.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Ability to work in a multi-cultural team environment with a positive attitude.
- Highest standards of integrity, discretion and loyalty.
- Strives for supportive working environment and positive working relationship.
- Creates a respectful office environment free of harassment, retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).

IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse

IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).

How to apply:

While this vacancy is open to both Internals and Externals, priority shall be given to qualified Internal applicants.

Interested candidates are invited to submit their applications via this link:

<https://vacancies.my-soc.org/apply.php?job=20200924103435&token=Gj0o41YrTcFmA6tBkWNLsvbE8>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From: 24.09.2020 To: 01.10.2020