



IOM International Organization for Migration

Vacancy Notice No: VN#NP/03/17

Open to Internal and External Candidates

Position Title : **MHAC Admin Clerk**
Position Required : **1 Position**
Duty Station : **Kathmandu, Nepal**
Classification : **General Service Staff, Grade 3**
Type of Appointment : **One Year Fixed Term Short Term with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **December 06, 2017**

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. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the direct supervision of the Admin assistant and over all supervision of Head Nurse with guidance from International Migration Health Physician in Kathmandu, Nepal for administrative matters.

Core Functions / Responsibilities:

1. Receive phone calls at the reception and explain to clients about the Health Assessment process, documents to be brought including the photos needed etc.
2. Schedule immigrants for health assessments and follow up procedures in collaboration with other Admin staff in the Reception.
3. Receive immigrants at front desk and direct them through the medical processing.
4. Perform clients' identification, register immigrants in MiMOSA and other databases, and assist other admin staff in preparing Master lists for the day.
5. Sometime prepare mail out lists for the embassies, liaise with the embassies regarding the processing status of immigrants and dispatch of the documents.
6. Assist other Admin staff in the reception to maintain daily statistics related to health assessments, and update the records.
7. Assist nurses and doctors in collecting medical documents, arrange and maintain a filing system.
8. Photocopy and scan medical documents.
9. Provide translation of documents and, if necessary, oral translation.

10. Perform such other duties as may be assigned by supervisors.

Required Qualifications and Experience

Education

- Completed Bachelor's degree from an accredited academic institution with 1 year work experience on related field; Or
- Completed High School Degree with 3 years' work experience in related field.

Experience

- High level of integrity. Ability to work with various clients under pressure.
- Analytical skills and creativity. Attention to detail, persistence and ability to organize in a methodical way.
- In-depth use of MS office applications data collection and manipulation.

Languages

Fluency in English, Nepali is required.

Required Competencies

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – Proactively develops new ways to resolve problems
- Leadership and Negotiation – Convinces others to share resources □ Presents goals as shared interests
- Performance Management – Provides constructive feedback to colleagues Provides 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
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.

- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

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. Only Nepali Nationals will be considered for this position.

How to apply:

Interested Candidates are requested to submit their application indicating clearly the position applied, VN number and CV with three references to the following address: **Human Resource Department, International Organization for Migration, P.O. Box 25503, Baluwatar, Kathmandu** or email to iomnepaljobs@iom.int by **06 December 2017**. Only short listed candidates will be called for interview.

Posting period:

From 23.11.2017 to 06.12.2017