

## SPECIAL VACANCY NOTICE (SVN)

### Open to Internal and External Candidates

Position Title : **Project Assistant - Health Promotion Unit -1 Position**  
Reference No : **SVN/UG/007/2024**  
Duty Station : **Kampala, Uganda**  
Classification : **General Service, G5**  
Type of Appointment : **Special Short Term (6 Months)**  
Estimated Start Date : **Subject to funding confirmation**  
Closing Date : **04 September 2024**

*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. 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**

#### ***Background and Context:***

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.

Since 2016, the International Organization for Migration (IOM) has been supporting migration health initiatives in Uganda. 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, NGOs and civil society. IOM provides travel health assessments, emergency life-saving assistance and health system strengthening which has been disrupted by a protracted humanitarian crisis and limited resources.

IOM supports the Ministry of Health to strengthen health service capacity at the border points to effectively prevent, detect and respond to the infectious diseases and other public health threats. IOM provides; integrated surveillance and disease control training for the frontline health staff working in border areas, necessary medical and health commodities for the border posts, analyses and reports on population mobility trends in priority health zones to inform preparedness efforts, as well as risk communication assistance to sensitize cross border population and neighboring communities. IOM is an active partner of the Ministry of Health in supporting Point of Entry Surveillance during outbreaks, including the current M-Pox outbreak.

Under the direct supervision of the National Project Officer, and overall supervision of the Head of Programme and Policy Development the successful candidate will be responsible and accountable for

supporting the implementation of the health promotion the Public health emergency response activities under the Migration health division.

***Core Functions / Responsibilities:***

***Required Qualifications and Experience***

1. Assist in the implementation and monitoring of Health promotion and emergency response activities.
2. Retrieve, compile, summarize, analyze, and present information/data on specific Health service delivery, and screening screening of migrants among others.
3. Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.
4. Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
5. Draft status reports, identifying shortfalls in delivery, bring them to the attention of the supervisor and suggest remedial actions.
6. Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, presentation and other forms of documentation.
7. Respond to complex information requests and inquiries; set up and maintain files/records; organize meetings, workshops and training sessions
8. Participate in meetings and conferences; assist in coordinating implementation activities with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
9. Assist in monitoring work of implementing partners and report non-compliances to the supervisor.
10. Provides guidance/training to new/junior staff.
11. Perform other related duties as assigned.

**Education**

- Bachelor's degree in Political Science, International Relations, Law, Social Science, or similar field from an accredited academic institution, with at least 3 years of specific professional experience.
- **OR**
- High School Diploma with 5 years of relevant experience

**Experience**

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and nongovernmental organizations;
- Experience in working with migrants, internally displaced persons, and other vulnerable groups in supporting health promotion and emergencies
- Prior work experience with international humanitarian organizations, non-government or government.

**Skills**

- Position specific skills, for example:
- In depth knowledge of the broad range of migration health activities, supporting public health emergency response activities, health promotion and sexual reproductive health
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations

## Languages

IOM's official languages are English, French, and Spanish.

- Fluency in English is required (oral and written).
- Working knowledge of Kiswahili and/or Local languages is an advantage.

## *Required Competencies*

### Values

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintain 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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

### *Core Competencies – Behavioral 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.

### *How to apply:*

For an application to be considered valid, IOM will only accept applications which should include a cover letter (not more than one page) and résumé highlighting the required education and experience.

Interested applicants may send their applications to [klarecruitment@iom.int](mailto:klarecruitment@iom.int) no later than **04 September 2024**. First Name, Reference Number and Position Title i.e. (**John–SVN/UG/007/2024 – Project Assistant (Health Promotion Unit)**) should be specified in the SUBJECT field.

**Required:** After sending your application through [hruganda@iom.int](mailto:hruganda@iom.int). **YOU ARE REQUIRED** to fill in the recruitment Questionnaire using the link: - [Prescreening Form](#)

**Applications from qualified female candidates are highly encouraged.**

**Only short-listed candidates will be invited for an interview.**

*Posting period: From 22 August 2024-04 September 2024*