

## VACANCY NOTICE (VN)

### **Open to Internal and External Candidates**

Position Title : **Administrative Assistant**  
Reference No : **VN/UG/015/2023**  
Duty Station : **Kampala, Uganda**  
Classification : **General Service Staff, Grade- G5**  
Type of Appointment : **One Year Fixed Term**  
Estimated Start Date : **As soon as possible**  
Closing Date : **26<sup>th</sup> June 2023**

*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:***

Under the overall supervision of the Chief of Mission (CoM), the direct supervision of the Chief Migration Health Officer (CMHO) and technical supervision of the Senior Finance Assistant, the successful candidate will be responsible for the carrying out the following duties and responsibilities in relation to the Migration Health Assessment Centre (MHAC) in Kampala, Uganda.

The role of the administrative assistant is to support the Migration Health Assessment Clinic (MHAC) in the smooth running of its administrative duties.

#### ***Core Functions / Responsibilities:***

1. Coordinate and ensure that various internal office administrative support procedures such as document tracking, filling, archiving system for medical files, blood test results and follow-ups.
2. Coordinate and maintain that there is a systematic e-archiving system for medical files, blood test results and follow-ups.
3. Prepare mail out lists for the embassies; liaise with the embassies regarding the processing status of immigrants and dispatch of the documents.

4. Set up and maintain an orderly storage system for chest X-rays and keep hard copies of medical documents (informed consent, radiologist's report, sputum smear results, pregnancy test results etc.).
5. Photocopy and scan medical documents as necessary.
6. Provide feedback on staff allocation to the various units within the MHAC.
7. Implement improvements to strengthen internal control mechanisms; adapt inputs for new procedure to complement or to improve existing instructions/standard operating procedures in order to achieve streamlined efficiencies.
8. Receive all completed medical deferrals/furtherance, x-rays, and other documents from MHD, update the reception of the same in the database and forward to the migration health physician for clearance.
9. With the Resource Management Officer (RMO) coordinate the issuance/renewal of staff contracts, leaves, attendance records maintenance, medical and insurance monitoring, and security issues. Act as main liaison between MHD and procurement, finance, and HR units for all related activities.
10. Provide feedback on staff allocation to the various units within MHAC.
11. Maintain an inventory and organize timely, cost-effective, and appropriate procurement and storage of stationeries, IT equipment and consumables, hygiene products, medical supplies, and equipment, as needed for the MHAC.
12. Coordinate the acquisition, renovation, refurbishment, and regular maintenance of the MHAC facility with the MHAC supervisor.
13. Administer the office's petty cash and submit the necessary reports to supervisor. Ensure reconciliation of service fees and bank statements.
14. Assure correctness of travel authorizations and advise on allowances for staff members leaving on duty travel.
15. In co-ordination with the RMO, participate in budget and expenditures monitoring, monthly and annual financial reporting. Collect relevant statistics and provide financial analysis, in coordination with the MHAC supervisor.
16. Perform such other duties as may be assigned.

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

#### **Education**

- Bachelor's degree in Administration Management/ Medical Administration or a related field from an accredited academic institution with at least three years of relevant working experience.

OR

Secondary School Diploma with at least five years of relevant working experience

#### **Experience**

- Knowledge and experience in administration, procurement, or accounting.
- Working with refugees/ migrants in a medical setting is an advantage
- Previous working experiences with NGO's or international organizations is an advantage
- Demonstrate accuracy in handling and reporting data.

## Skills

- At least an intermediate level of MS office skills
- Organizational skills
- Communication skills

## Languages

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (Arabic, Chinese, French, Russian, or Spanish).

For all applicants, fluency in English is required (oral and written)

Fluency in English (oral and written) is required. Knowledge in French and Spanish is advantageous.

## Desirable

### *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 [hbruganda@iom.int](mailto:hbruganda@iom.int) no later than **26th June 2023** Reference Number and Position Title (**VN/UG/015/2023 – Administrative Assistant - Kampala, Uganda**) should be specified in the SUBJECT field.

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

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

***Posting period:*** From 13<sup>th</sup> June 2023-26<sup>th</sup> June 2023