VACANCY NOTICE (VN)

Open to Internal and External Candidates

Position Title	: **Laboratory Administrative Assistant**
Reference No	: **VN/UG/025/2023**
Duty Station	: **Kampala, Uganda**
Classification	: **General Service –G4**
Type of Appointment	: **Fixed term, one year with possibility of extension**
Estimated Start Date	: **As soon as possible**
Closing Date	: **03rd September 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

ORGANIZATIONAL CONTEXT AND SCOPE

Under the direct supervision of the Senior Laboratory Technologist and the overall supervision of the Chief Migration Health Officer (CMHO), the incumbent will be responsible for providing technical support to laboratory services with respect to Migration Health Assessments (HAP) and other programmes implemented by the IOM Migration Health Division in Kampala, Uganda**.**

Responsibilities and Accountabilities

1. Perform administrative support to the supervisor in activities carried out in the laboratory.
2. Ensure standards and the quality of laboratory outcomes, by strictly following the Standard Operating Procedures (SOPs) for assigned duties.
3. Adhere to bio-safety measures adopted in the laboratory, minding the safety of oneself and others.
4. Assist technical personnel for accurate, efficient and timely delivery of results by receiving and processing request forms, data entry, scheduling of clients, printing and submitting laboratory test reports.
5. Documents and records keeping of laboratory activities in an organized and easy retrievable manner as well as maintaining the laboratory database.
6. Participate in laboratory stock management activities by preparing requests, inventory and updating records.
7. Communicate between laboratory and clinical unit on issues related to request and reports for laboratory examination.
8. Communicate between laboratory and medical IT unit for preparing monthly and annual statistical reports, laboratory databases improvements or repairs.
9. Participate in the development and updating of SOPs as needed.
10. Participate in the improvement of laboratory services according to an adopted work plan in the laboratory.
11. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- High School diploma with at least four years of relevant professional experience, preferably as a Medical Office Assistant, **or**
- University degree in related fields with at least two years of relevant professional experience preferably as a Medical Office Assistant.

Experience

- Two years of relevant medical facility experience in a busy institution, preferably in a laboratory.
- Word processing, spreadsheet management and database management experience.

Skills

- At least an intermediate level of MS office skills
- Analytical skills
- Excellent communication skills
- Fast and accurate typing

Languages

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

Required

- Fluency in English and language of country where incumbent is working are required.

Desirable

- Working knowledge of English.

Competencies

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

Values - All IOM staff members must abide by and demonstrate these five 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 **hruganda@iom.int** no later than **03rd September 2023** Reference Number and Position Title **(VN/UG/025/2023 Laboratory Administrative Assistant Kampala, Uganda)** should be specified in the SUBJECT field.

Required: After sending your application through hruganda@iom.int. **YOU ARE REQUIRED** to fill in the recruitment Questionnaire using the link: - **Pre-Screening Form.**

Applications from qualified female candidates are especially encouraged.

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

Posting period: From 21st August 2023 - 03rd September 2023