

VACANCY NOTICE

Open to Internal and External Candidates

VN 2019/19 (E)

Position Title: Locum Clerk

Duty Station: Ha Noi, Viet Nam

Type of Appointment: 6 months contract with possibility of extension

Estimated Start Date: As soon as possible

Closing Date: December 05, 2019

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. Internal and external candidates are eligible to apply to this vacancy. Internal candidates should meet the minimum of time in post requirement of eighteen months or more. This requirement will be reduced to six months for internal candidates who are incumbents of a position confirmed for discontinuation.

Organizational Context:

Under the general supervision of the Chief of Mission and the direct supervision of the Head of HAP Sub-Unit based in Hanoi the incumbent will support the IOM migration health assessment program and will be responsible for:

Core Functions And Responsibilities:

- Answering phone calls from clients to explain about booking system;
- Entering data and organizing, updating, maintaining and monitoring the filing and database system including OMAS;
- Organizing, receiving, sending, providing follow up, and tracking dispatch of medical documents, x-rays, and other results sent from/to various relevant offices, producing copies for analysis and recording;
- Ensuring timely transmission of documents, data/information to MHD and other relevant offices, as required;
- Assisting the medical program assistant in finalizing medical forms, providing MHD with statistics and database analysis regularly, as well as upon demand;
- Assisting in the preparation of monthly health reports and statistics for submission to IOM MHD Manila and relevant offices;
- Assisting IOM physicians, nurses and radiologist in organizing schedule and flow of health assessment activities
- Perform any other related duties that may be assigned by the supervisors

Required Qualifications and Experience:

- Vietnamese nationals;
- High school degree with experience or bachelor's degree, preferably with background in medical, health informatics, accounting and computer applications
- Ability and willingness to work in difficult situations;
- Demonstrated ability to maintain accuracy & confidentiality in performing responsibilities;
- Teamwork oriented, efficient and flexible, capacity to work independently, sensitive to gender issues, personal commitment.
- Excellent Customer Service and Relations Skills; Excellent Presentation
- Good interpersonal relationship and ability to work in a multicultural environment
- Good typing, writing, and communication skills
- Computer literacy

Languages:

Fluency in English and Vietnamese is required. Other relevant languages are an advantage.

Required Competencies:

Values

- ***Inclusion & respect for diversity*** – Respects and promotes individual and cultural differences. Encourages diversity and inclusion wherever possible.
- ***Integrity & transparency*** – Maintains 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.

Behavioural

- ***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:

All interested candidates should download and complete an IOM Personal History Form from the IOM Viet Nam website at vietnam.iom.int

Completed applications, including IOM Personal History Form, application letter, and copies of diplomas and certificates, recommendation letters, etc. may be delivered to the IOM Mission Office in Hanoi at 304 Kim Ma, Ba Dinh dist, Ha Noi or submitted electronically to hanoi@iom.int

referring to this Call for CVs's Position Title. All applications must contain a criminal background check or a receipt from the authority indicating date of issue of the certificate.

IOM only accepts profiles with IOM Personal History Form duly completed.

Applications are non-returnable and only short-listed candidates will be contacted.

Posting Period:

From 21.11.2019 to 05.12.2019

To Download the complete **IOM Personal History form**, please [click here](#).

Note: In order to view the IOM Personal History form, must have **Adobe Acrobat Reader**.