OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Position Title: Senior Staff Welfare Medical Officer
Duty Station: Geneva, Switzerland*
Classification: Professional Staff, Grade P4
Type of Appointment: Fixed term, one year with possibility of extension
Estimated Start Date: As soon as possible
Closing Date: May 28, 2015
Reference Code: VN2015/47(P)-EXT.

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 has a proactive recruitment policy to increase the representation of nationals of non-represented member states. Qualified applicants from the following countries will be favorably considered:

Angola, Antigua and Barbuda, Bahamas, Belize, Benin, Cambodia, Cape Verde, Czech Republic, Comoros, Djibouti, El Salvador, Gabon, Gambia, Guyana, Holy See, Iceland, Israel, Lesotho, Libya, Luxembourg, Madagascar, Maldives, Malta, Marshall Islands, Montenegro, Micronesia, Mongolia, Namibia, Nauru, Papua New Guinea, Paraguay, Republic of Congo, Saint Vincent and the Grenadines, Samoa, Seychelles, Somalia, Suriname, Swaziland, Tanzania, Timor Leste, Togo, Trinidad and Tobago, Vanuatu, Venezuela, Vietnam, Yemen

Applications from qualified female candidates are especially encouraged.

Context:

Under the supervision of the Head Medical Officer of the Occupational Health Unit (OHU), the Senior Staff Welfare Medical Officer (SWMO) is expected to support the Head Medical Officer and to strengthen mental health care within the Organization.

The successful candidate will be responsible and accountable for designing and implementing a system facilitating access to mental health care, counselling of staff with specific needs and following up on medical cases. S/he will develop policies and implement strategies, as well as conduct trainings with OHU/Human Resources Management (HRM) on staff welfare in IOM. The successful candidate will be required to travel to different locations around the world.
**Core Functions / Responsibilities:**

1. Develop a global staff welfare strategy in line with international standards including various types of medical, psychological and social interventions for staff and their family members, which should address:
   a. Occupational mental health risks including cumulative and traumatic stress, substance abuse, interpersonal conflicts and others.
   b. Need specific to staff well-being arising from emergency operations and critical (security) incidents. In particular, it should address providing support before and during deployment, and performing a psychological evaluation upon return from hardship or highly insecure missions.
   c. Team dynamics and team building, in particular through the development of the global Peer Support Personnel Network.
   d. Various aspects of HR processes (i.e. recruitment, rotation, career development, downsizing, retirement) taking into account the interest of the Organization and of the staff through various stages of their professional life in IOM.
   e. Orientation and adaptation to a new environment in non-family duty stations.
   f. Social issues (i.e: work-life balance, family-related work limitations, etc.).

2. Assist the OHU Head Medical Officer:
   a. Draft reports of disabling mental illnesses to submit to the UN Joint Pension Fund and other insurances.
   b. Ensure that staff with a history of mental health illnesses are assessed as fit to work in the assigned position and destination. Share the relevant recommendations with the OHU/Health and Insurance Medical Units (HIM) medical officers.
   c. Conduct staff pre-deployment preparedness in case of complex emergencies.
   d. Undertake travel to missions upon OHU’s request to assess local health care facilities and working environment in situations of crises. Identify eventual partners in the Missions who can support the mental health of staff locally and develop a network of counsellors (i.e: UN Counsellors Working Group, UNDSS Stress Counsellors (CISMU), private counsellors, etc.).
   e. In the absence of the OHU Head Medical Officer:
      - Conduct health screening of employees in Headquarters in accordance with the IOM Medical Procedures (i.e. EOD, Consultants, Interns, Annual Examinations, PME, Medical Travel Clearance, Exit examinations). Evaluate fitness for duty, identify insurance exclusions upon appointment and advise if these conditions limit the staff's work capacity.
      - In coordination with OHU/HIM medical officers, administer urgent medical evacuations and travel for medical reasons of staff and dependents worldwide, on a 24/7 basis and in compliance with the insurance rules.
- Provide walk-in-clinic consultations for minor ailments, vaccinations or emergencies in Headquarters for staff and visitors.

3. Maintain close collaboration with:
   a. HIM medical officers to coordinate medical activities and to consistently implement across regions global staff wellbeing programs, in line with other similar programs in the UN system.
   b. Staff counsellors in other UN agencies with similar programs sharing experiences and resources to the extent possible. Represent IOM at meetings of the network of the UN DSS Stress Counsellors (CISMU), Inter-Agency Working Groups (UN Counsellors Working Group) and International Conferences on questions related to staff welfare issues (i.e: Critical Incident Stress, Support to Humanitarian Aid Workers).

4. Reporting and Documentation Management:
   a. Counsel or contact staff upon request. Follow up with and facilitate access to mental health care worldwide of staff and dependents. Share staff medical reports with OHU/HIM doctors and advise them of staff mental health implication in their daily work or location.
   b. Ensure confidential and rigorous filing of cases to ensure a proper follow up.
   c. Analyse data and provide OHU/HRM with yearly statistics on staff mental health (i.e: occupational and non-occupational accidents, mental health illnesses, sick leave, advice regarding rotation limitations for psychosocial reasons, etc.).
   d. Provide administrative input to and feedback on various projects (i.e transfer, rotation) within the Human Resources Division and the ODG.
   e. Bring to the attention of the OHU/HIM Medical Officer, the HR Director, the Ethics Officer, and/or the Office of the Director General any concern relating to lack of respect in the working environment (i.e: harassment; mobbing; abuse of authority etc.). Discuss medical implications with the concerned staff.
   f. Write and submit Travel on Duty reports with recommendations to the OHU Head Medical Officer, for distribution to the Administration as necessary.
   g. Ensures that all of the unit’s required reporting and planning is timely and accurate.

5. Perform such other duties that may be assigned.

**Required Competencies**

**Behavioural**

- Takes responsibility and manages constructive criticism;
- Works effectively with all clients and stakeholders;
- Promotes continuous learning; communicates clearly;
- Takes initiative and drives high levels of performance management;
- Plans work, anticipates risks, and sets goals within area of responsibility;
- Displays mastery of subject matter;
Contributes to a collegial team environment;
- Creates a respectful office environment free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA);
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;
- Displays awareness of relevant technological solutions;
- Works with internal and external stakeholders to meet resource needs of IOM.

Technical

- Effectively applies knowledge of health issues in execution of responsibilities at appropriate level;
- Maintains confidentiality and discretion in appropriate areas of work.

**Required Qualifications and Experience**

**Education**

- University degree in Medicine from an accredited academic institution with at least ten years of professional experience; or
- University degree in Medicine from an accredited academic institution plus Master’s Degree with Medical Specialization in Psychiatrics or other related fields from an accredited academic institution with eight years of relevant professional experience.

**Experience**

- Practical experience as a graduate medical doctor;
- Experience in counselling and psychosocial interventions;
- Experience in the management of acute/chronic mental health cases and prevention of mental health incidents;
- Experience in working in different countries, with different cultures;
- Experience in administering medical evacuations and/or emergencies;
- Experience in liaising with international organizations and hospitals in different countries an asset;
- Knowledge of team building and of conflict resolution techniques is an asset.

**Languages**

Fluency in English and French is required. Working knowledge of Spanish is an advantage.

**Note:**

1. Initial duty station will be Geneva, Switzerland and subsequently, to be delocalized to an Administrative Centre.

**How to apply:**

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by May 28, 2015 at the latest, referring to this advertisement.
For further information, please refer to:


In order for an application to be considered valid, IOM only accepts online profiles duly filled in and submitted with a cover letter not more than one page specifying the motivation for applications.

Only shortlisted candidates will be contacted. You can track the progress of your application in your personal application page in the IOM e-recruitment system.

**Posting period:**

From 21.04.2015 to 28.05.2015

Requisition: VN 2015/47 (P) - Senior Staff Welfare Medical Officer (SWMO) (P4) - Geneva, Switzerland (54652187) Released
Posting: VN 2015/47 (P) - Senior Staff Welfare Medical Officer (SWMO) (P4) - Geneva, Switzerland (54652200) Released