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.

**Context:**

Under the overall guidance of the Director of the Migration Health Division, the various units of the Health Assessment Programme Global Support Unit provide services to all missions and medical field operations worldwide. The Migration Health Informatics (MHI) unit is responsible for operational medical software applications, data repositories and statistical reporting.

Under the direct supervision of the Migration Health Informatics Manager and in close coordination with the Migration Health Informatics Officer and Health Data Analyst, the Medical Data Validation Assistant is responsible for closely monitoring data validation processes of field missions. The position will play a major role in first level data validation system user support to field operations and communications with missions related to MHI data validation and reporting obligations. The incumbent will also assist in developing and maintaining the data validation documentation system, training of the field staff, and participate in the continuous development of validation systems for health assessment data from Mimosa, UKTB, LIMS, IMS, ICD, HAP and any new migration health informatics initiatives.
Core Functions / Responsibilities:

1. Closely coordinate and follow-up data validation activities and requirements to field operations and missions.
2. Be the first line of communication with data focal points in field operations and missions.
3. Assist in monitoring, documentation and implementation of activities related to provision of health informatics data validation systems and support as needed by field missions.
4. Provide technical assistance remotely to field missions worldwide in verifying and addressing medical data validation concerns.
5. Support MHI in generation and submission of periodic operational and statistical reports.
6. Work closely with the MHI Health Data Analyst in monitoring compliance of field operations and missions to data validation processes and data quality standards.
7. Identify recurrent validation systems user support issues and learning gaps with the objective of improving users' knowledge and skills.
8. Assist in other health informatics support-related activities (e.g., trainings and workshops).
9. Any other duties as assigned by supervisors.

Required Qualifications and Experience

Education

- University degree in Health and Social Sciences, Statistics, Engineering or a related field from an accredited academic institution, with three years of relevant professional experience in database management, project monitoring and tracking or project management; or
- Completed High School degree from an accredited academic institution, with five years of relevant professional experience.
- Training on medical informatics, public health or health data analytics, or at least one (1) year experience in medical data management will be an advantage.

Experience

- Actual experience in data handling.
- Demonstrated understanding of data quality management.
- Analytical skills required.
- Experience with data interpretation is an advantage.
- Specialized understanding of medical, public health and statistical terminology as well as IT disciplines and ability to correctly bridge health and information technology to address the changing information management needs of medical units is an advantage.
- Exceptional time management and attention to details.
- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group, executives, managers, medical and IT professionals and subject matter experts.
- Can work in rotating shift, if required.
Languages

Fluency in English is required. Working knowledge of French and/or Spanish 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:** 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.

Core Competencies – behavioural 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.

Others:

This vacancy is only open to Philippine Nationals.

How to apply:

In order 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 or a duly completed IOM Personal History Form. To access the form, please visit [https://www.iom.int/sites/default/files/vacancy/MAC/iom-personal-history-form1.xlsx](https://www.iom.int/sites/default/files/vacancy/MAC/iom-personal-history-form1.xlsx)

Interested applicants may send their applications to [machrsupport@iom.int](mailto:machrsupport@iom.int) no later than **08 August 2019**. VN Number and Position Title (**SVN 002/2019 – Medical Data Validation Assistant**) should be specified in the SUBJECT field.

Applications from qualified female candidates are especially encouraged.

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

Posting period:
From 26.07.2019 to 08.08.2019