



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	National Health Project Officer
Position grade	NO-A One Year with the possibility of extension (OYFT Contract)
Duty station	Vientiane, Lao PDR
Position number	
Job family	Migration and Health
Organizational unit	
Is this a Regional, HQ, MAC, PAC, Liaison Office, or Country Office-based position?	Country Office, Vientiane Lao PDR
Position rated on	22 September 2022
Reports directly to	Chief of Mission
Number of Direct Reports	2
VACANCY-SPECIFIC INFORMATION	
Estimated closing date:	07 Oct 2022
Estimated start date:	26 Sep 2022
Posting channel:	IOM FB page, UN website & FB page and 108 Jobs website
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>The International Organization for Migration (IOM) is committed to the principle that safe and orderly migration benefits migrants and society and for the achievement of the Sustainable Development Goals (SDGs). IOM supports the Member States in effectively managing the various challenges related to migration. IOM contributes to the physical, mental, and social well-being of migrants enabling them and host communities to achieve social and economic development.</p> <p>Under the overall supervision of the Chief of Mission (CoM), and in close coordination with the Migration and Health Division (MHD) in the Regional Office for Asia and Pacific (ROAP), the successful candidate will be responsible for supporting the overall progress in advancing the migration health agenda for IOM mission in Lao PDR. He/She will help to further IOM's mandate of addressing the health needs of individual migrants as well as the public health needs of host communities by assisting governmental and non-governmental partners in the development and implementation of relevant policies and programs.</p> <p>The incumbent will be the focal point for health-related projects/initiatives for the mission with a specific focus on public health and migrants, not limited to COVID-19, and managing partnerships with key government and non-government stakeholders and donors.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	



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- Coordinate technical, financial, and administrative tasks to ensure effective implementation of migration health projects in coordination with relevant IOM units at country, regional and HQ level, relevant government agencies, UN Country Team partners and other stakeholders.
- Establish and strengthen partnerships as a focal interlocutor with relevant government agencies such as the Ministry of Health, donors, and other stakeholders to further IOM's work on migration health;
- Participate and contribute to policy discussions at the regional, national, and sub-national health forums and coordination groups.
- Provide technical contributions to migration health project activities in Lao PDR and the region and act as a technical focal point for IOM MHD issues with government, donor, stakeholders, and IOM colleagues.
- Be responsible for preparing project documents to fulfill donor, UNCT, and IOM requirements, including monthly/interim reports, final reports, concept notes, Notes for Files, activity updates, Monitoring and Evaluation, and other reports.
- Coordinate the organization of meetings, workshops, and training among project stakeholders, and assist in the facilitation of training activities for project partners and government counterparts.
- Participate in the development of new project proposals in migration health and resource mobilization in coordination with key stakeholders for strategic planning in local context. Assist the Chief of Mission in conceptualizing project ideas and draft concept notes and sections of project proposals on donor templates and IOM's inhouse system – PRIMA.
- Provide inputs to CoM and Regional Office on technical knowledge related to migration health.
- Contribute to link migration health and other thematic focus such as protection and migration health including project implementation and development. Provide technical inputs to facilitate migrant inclusive approach in the development of improved systems for regular monitoring and reporting on health project achievements, challenges/early warning systems, and strategic needs.
- Serve as a liaison within IOM and with project partners, including central and local authorities and all other stakeholders.
- Provide overall supervision of migration Health project staff and build staff capacity through team management and monitoring daily.
- In coordination with Resource Management Unit, provide financial management and accountability of projects through effective budget planning and monitoring at all project implementation stages



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<ul style="list-style-type: none">• Contribute to the elaboration and implementation of migration health risk surveillance strategies and mechanisms to strengthen preparedness and response in avoiding and mitigating these risks.• Provide technical input in the development of program IEC and training materials for the Migration Health Unit, strategic project implementation etc.• Undertake duty travel required by Migration Health unit, and project implementation.• Perform such other duties as may be assigned.	
IV. REQUIRED QUALIFICATIONS AND EXPERIENCE	
EDUCATION	
<ul style="list-style-type: none">• Master's degree in Public Health or a related field from an accredited academic; or• University degree in the above fields with two years of relevant professional experience;• University degree in Medicine would be considered an added advantage	
EXPERIENCE	
<ul style="list-style-type: none">• Professional experience in the domain of public health and migration health-related issues in Lao PDR, including in the context of humanitarian situations;• Experience working with government and non-government agencies on public health issues;• Experience in project design as well as project implementation, monitoring, and evaluation is a distinct advantage.	
SKILLS	
<ul style="list-style-type: none">• In-depth knowledge of the broad range of migration-related subject areas dealt with by the Organization;• Proven skills in coordinating multidisciplinary teams and establishing and maintaining working relations with senior government officials, UN agencies, NGOs, and Donors, including familiarity with the humanitarian cluster system;• Demonstrated ability to identify, approach, and coordinate with stakeholders of diverse backgrounds and levels of expertise• Knowledge of UN and bilateral donor programming.	
V. LANGUAGES	
Required	Desirable



<ul style="list-style-type: none">For all applicants, fluency in English and Lao languages is required.	<ul style="list-style-type: none">None
VI. COMPETENCIES¹	
<p>The incumbent is expected to demonstrate the following values and competencies:</p> <p>Values - all IOM staff members must abide by and demonstrate these three values:</p> <ul style="list-style-type: none"><u>Inclusion and respect for diversity:</u> respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.<u>Integrity and transparency</u> maintain high ethical standards and act in a manner consistent with organizational principles/rules and standards of conduct.<u>Professionalism:</u> demonstrates the ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges. <p>Core Competencies – behavioral indicators</p> <ul style="list-style-type: none"><u>Teamwork:</u> develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.<u>Delivering results:</u> produces and delivers quality results in a service-oriented and timely manner; is action-oriented and committed to achieving agreed outcomes.<u>Managing and sharing knowledge:</u> continuously seeks to learn, share knowledge and innovate.<u>Accountability:</u> takes ownership for achieving the Organization’s priorities and assumes responsibility for own action and delegated work.<u>Communication:</u> encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.	

How to apply:

Interested candidates are invited to submit an application via e-mail: LaoHR@iom.int By **07 Oct 2022** at the latest with mention of the reference code: **VN LA10/2022/9.1: National Health Officer** in the subject line.

Please submit the below documents:

1. Cover Letter

2. Curriculum vitae (Personal History Form) with three references

This position requires presence in Lao PDR, so applicants in the country are encouraged to apply.

****Shortlisted candidates will be contacted.***

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.