I. POSITION INFORMATION

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<tr>
<th>Vacancy Announcement</th>
<th>IOM/KGM/011/18</th>
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<tbody>
<tr>
<td>Position title</td>
<td>Data Entry Clerk</td>
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<tr>
<td>Position grade</td>
<td>G3</td>
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<tr>
<td>Duty station</td>
<td>Kigoma (1 position), Kasulu (2 positions), Tanzania</td>
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II. ORGANIZATIONAL CONTEXT AND SCOPE

Under the overall supervision of the Chief Medical Officer, and direct supervision of the Migration Health Officer of the IOM Migration Health Division in Kigoma, the incumbent shall perform the following essential duties and responsibilities:

III. RESPONSIBILITIES AND ACCOUNTABILITIES

1. Assist in preparation of Medical mission once the Xmif is imported from RSC.

2. Provide clerical assistance including preparing lists of Medical Forms, Daily Schedules for Counselling, Laboratory and Radiology, Appointment Letters, Laboratory Codes; Chest x-ray labels and any other as required.

3. Accurate and timely transmission of data and information to relevant IOM colleagues in the mission and to RSC.

4. Prepare all medical forms and documents, as requested.

5. Generate EMN and medical conditions of departing applicants based on ABNs.

6. Prepare travel packets for departing clients.

7. Maintain an accurate filing system of copies of all medical records and Update files for archive.

8. Use all health assessment software like MiMOSA and Emedical to ensure proper data entry of the medical clients.

10. Perform general office support work.

11. Perform any other related duties that may be assigned.

## IV. COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioural competencies

### Behavioural

#### Accountability
- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

#### Client Orientation
- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries

#### Continuous Learning
- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

#### Communication
- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

#### Creativity and Initiative
- Proactively develops new ways to resolve problems

#### Leadership and Negotiation
- Convinces others to share resources
- Presents goals as shared interests

#### Performance Management
- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
Planning and Organizing
- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans

Professionalism
- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

Teamwork
- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technological Awareness
- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

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

V. EDUCATION AND EXPERIENCE
- A Secondary school Diploma from an accredited educational institution
- A minimum of Three (3) years of relevant experience
- Computer Literacy in Windows
- Knowledge in Microsoft Office application package
### VI. LANGUAGES

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<tr>
<td>- Fluency in both written and spoken</td>
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<td>- English and Kiswahili</td>
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<th>Advantageous</th>
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<td>- Female Applicants are encouraged to apply</td>
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<td>- Previous secretarial and archival experience.</td>
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<td>- Previous working experience with NGOs or international organizations.</td>
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**How to apply:**

Interested candidates should fill in the PH form, submit CV’s and cover letter indicating Vacancy Notice number with 3 professional references and contacts to tzvacancy@iom.int

Or send applications to the address below;

International Organization for Migration Mission in the United Republic of Tanzania
Slipway Road, off Chole Road, Plot # 1365 Msasani. PO Box 9270 Dar es Salaam, Tanzania

Kindly note only shortlisted candidates will be contacted.

For further information, please refer to: [https://tanzania.iom.int/](https://tanzania.iom.int/)

**Posting period:**

From 19th April – 02nd May 2018