



GENERIC POST DESCRIPTION

SECTION 1

Position Information

Vacancy Number	IOM/MKR/027/2024
Position Title	Senior Compliance Assistant (MHD)
Position Grade	G-6
Duty Station	Makere, United Republic of Tanzania
Position Number	To be created
Type of Appointment/Duration	One Year Fixed-Term, Contract with possibility of extension
Job Family	Migration Health
Organizational Unit	Migration Health Division
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country office
Position rated on	6 Feb 2024
Reports directly to	Migration Health Officer
Overall supervised by	Chief Migration Health Officer

SECTION 2

Organizational Context and Scope

IOM, 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.

Under the overall supervision of the Chief Migration Health Officer (CMHO) and the direct supervision of the Migration Health Officer (MHO), and close coordination with Migration Health Nurse (MHN) the Senior Compliance Assistant (MHD) is responsible for undertaking compliance activities, with the following duties and responsibilities;

SECTION 3

Responsibilities and Accountabilities

1. **Safeguarding Programme Integrity:** In close coordination with the MHO and with the Migration Health Nurse (MHN), undertake compliance activities, including monitoring and evaluation of programmatic and organizational policies, requirements, and guidelines in the MHD Tanzania.
2. **Data Collection:** In close coordination with the MHO and the Migration Health Nurse (MHN), oversee and assist with the design, usage, and implementation of data collection tools, including other tools and activities pertaining to implementing and monitoring compliance with relevant programme requirements and integrity. Conduct surveys, observations, and assessments in the country office, as required.
3. **Data Quality:** Assist in ensuring a high quality of data by confirming accurate collection, entering, maintaining, safeguarding, and reporting of data related to the operationalization of USRAP programmatic, MHD's and organizational policies, requirements, and guidelines in MHD Tanzania.
4. **Compliance Monitoring:** In close coordination with the MHO and the Migration Health Nurse (MHN) conduct regular compliance monitoring, including supporting the conduct of the Continuous Medical Education (CME) exercises, conduct regular spot checks, reporting to the MHO, and assisting in increasing staff's knowledge of the requirements of the programmatic and organizational policies and guidelines through regular, accurate information sharing, and advising Project Managers.
5. **Awareness Raising:** In close coordination with the MHO and the Migration Health Nurse (MHN), lead activities pertaining to increasing staff's knowledge of programmatic and organizational policies, requirements, and guidelines through regular, and accurate information sharing, advising Project Managers, and answering staff questions.
6. **Follow up:** In close coordination with the MHO and the Migration Health Nurse (MHN) assist with, developing and implementing plans to facilitate full compliance with the programmatic, MHD and organizational policies, requirements, and guidelines and help the CMHO to address any compliance violations in the MHD Tanzania.
7. **Compliance Approaches:** As necessary, provide technical and administrative support to the Migration Health Nurse (MHN) in identifying, adjusting, and implementing approaches to compliance with programmatic and organizational policies, requirements, and guidelines in the MHD Tanzania.
8. **Compliance Knowledge Management:** Organize, coordinate, and maintain detailed records of documents and activities pertaining to the compliance with the programmatic and organizational policies, requirements, and guidelines. Support reporting pertaining to compliance of the MHD Tanzania to the Senior Migration Health Advisor, USRAP Washington, D.C. and MHD HQ.

9. Confidentiality: Maintain and promote the confidentiality and integrity of all relevant paperwork in line with standards of conduct and data protection rules. Alert the MHO of any non-compliance to SOPs or codes of conduct by IOM staff members or partners.
10. Quality: Facilitate observations of MHD activities in Tanzania, analyse and report results to the CMHO for decision-making about capacity building needs and required changes in the procedures.
11. Incident management: Involve in the information gathering of the incident investigation, contribute to the incident report writing and strengthening the incident recommendations for the incident investigator/Chief Migration Health Officer, and tracking the incidents for the completion of the report, the implementation of the actions, and ensuring the dissemination of the lessons learnt to the MHD and wider team in the CO.
12. Perform other relevant duties as assigned.

SECTION 4

Required Qualifications and Experience

EDUCATION

- University degree in a medical field from an accredited academic institution with four years of work experience; or,
- Completed secondary education with six years of relevant working experience in medical field.

EXPERIENCE

- At least 4-6 years of relevant experience (please see above) in such areas as migration health, refugee resettlement, monitoring and evaluation, data collection, and medical sector, etc.
- Prior Refugee Health Assessment experience, medical-related and/or management experience a strong advantage.
- Experience working in a multi-cultural setting.
- Experience in developing data collection tools and collecting and analyzing data.
- Experience in compliance or related field is desirable.
- Work experience in IOM or other UN agency is a strong advantage.

SKILLS

- Good quantitative and qualitative data analysis skills.
- Thorough knowledge of English language.
- Strong interpersonal and communication skills.
- Attention to detail and ability to organise.

- Self-motivated, objective driven and able to use own initiative and work under pressure with minimum supervision.
- Ability to meet deadlines.
- Computer/software literate with good knowledge in Microsoft Office.

SECTION 5

Languages

REQUIRED

For this position, fluency in English is required (oral and written).

DESIRABLE

Working knowledge of French and/or Spanish is an advantage.

SECTION 6

Competencies¹

■ The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

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.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected, and fairly treated.

CORE COMPETENCIES - Behavioural indicators – Level 2

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.

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

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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring, and motivational way.

MANAGERIAL COMPETENCIES - Behavioural indicators – Level 2

Leadership: Provides a clear sense of direction, leads by example, and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.

Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.

Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.

Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.

Humility: Leads with humility and shows openness to acknowledging own shortcomings.

OTHER:

The UN system in Tanzania provides a work environment that reflects the values of gender equality, teamwork, diversity, integrity, a healthy balance of work and life and equal opportunities for all, including persons with disability.

Female candidates and qualified persons with disabilities are encouraged to apply for UN vacancies and are protected from discrimination during all stages of employment.

NO FEES:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.

HOW TO APPLY:

Interested candidates should fill in the PH form, submit CV's and cover letter indicating Vacancy Number with 3 professional references and contacts to email address: tzvacancy@iom.int

The vacancy is open for both internal and external Tanzanian nationals only. Only e-mail applications will be considered.

For further information, please refer to <https://tanzania.iom.int/careers>

Posting period: From 22.04.2024 – 05.05.2024