

Open to Internal and External Candidates

Vacancy Notice Number : **VN #BLR/2022/16**
Position Title : **Consultant Panel Physician**
Duty Station : **Minsk, Belarus**
Classification : **Consultancy contract, Category (A) Consultancy**
Type of Appointment : **Six months (with possibility of extension pending available funds and satisfactory job performance)**

Closing Date : **29 November 2022**

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.

General Functions:

Under the general guidance of the Chief of Mission (COM) and direct supervision of the National Medical Officer (NMO) the staff will be responsible for the implementation of global health assessment programmes in Belarus.

Core Functions / Responsibilities:

- Provide quality migration health assessments according to technical and public health requirements of the receiving countries such USA, Canada, Australia, New Zealand and other countries, if applicable;
- Ensure that immigration health assessment programmes fulfil the requirements of the resettlement countries, including standardization of all aspects of the medical examination and documentation process; medical treatment programmes and immunization programmes;
- Preserve privacy and confidentiality of obtained information from the examinees;
- Ensure that all relevant data generated by IOM health programmes is collected systematically and in a standardized manner;
- Prepare medical files within the electronic programs: Web MIMOSA; e-MEDICAL; UK TB detection Program;
- Actively participate in organization of the pre-departure check-ups and perform medical escort duties as well as medical procurements related to the health assessment programmes;

- Assist the IOM medical staff to classify abnormal cases, to recommend furtherance of abnormal cases, when appropriate, and finalize “on hold” cases, as necessary;
- Liaise with the polyclinic, hospitals, laboratories and other medical facilities, involved in medical assessments;
- Represent IOM in the relevant working groups of the UN and government institutions when appropriate or requested;
- Perform other duties as may be assigned by the COM and NMO.

Required Qualifications and Experience

- Bachelor’s Degree or Equivalent degree of medical doctor with license/accreditation to practice in Belarus from an accredited academic institution. Public Health MPH degree or specialization in internal medicine – preferable in Pulmonology is a strong advantage.
or
- Master’s Degree preferably of medical doctor with license/ accreditation to practice in Belarus from an accredited academic institution with no relevant work experience. Public Health MPH degree or specialization in internal medicine – preferable in Pulmonology is a strong advantage.
- Two years professional experience. Working in international organizations and experience in practicing of evidence based medicine will be an advantage.
- Computer literacy and good knowledge of the MS Office application; excellent written and communication skills; possesses liaison and negotiation skills; strong organizational capability; proven written and analytical skills; effective resource management skills; ability to work well under pressure; proven ability to produce quality work to set deadlines.

Languages

English – fluent /written and spoken
Russian – fluent /written and spoken

Required Competencies

The incumbent is expected to demonstrate the following values and 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 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.
- 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.

Managerial Competencies¹ – 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 potential.
- Empowering others and building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

Other

Any offer made to the candidate in relation to this special vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and security clearances.

A prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.

How to apply:

All interested applicants are kindly invited to send their Cover letter in English and IOM Personal History Form (contains name and contact information of three referees) to tmrholina@iom.int by 29 November 2022 latest, referring to this advertisement in the subject line of your message.

Please note that only shortlisted candidates will be contacted.

Posting period:

From 15.11.2022 to 29.11.2022

¹ As applicable.

