



International Organization for Migration (IOM)
The UN Migration Agency

Position Title : **Database Assistant**

Duty Station : **Khartoum, Sudan**

Classification : **G3**

Type of Appointment : **Special Short-Term, Six months with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **September 08, 2019**

Reference Code : **SVN 10 2019 (N)**

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.

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 supervision of the Head of Operations and Movement Management (OMM), direct supervision of the Chief Medical Officer, the successful candidate will be responsible for coordinating and providing administrative data entry and under MHD unit running programs.

Core Functions / Responsibilities:

- Check the codes, information and accuracy of physical form completion before processing data into the Global software (UK) e-Medical (Canada).
- Monitor, review and validate the data on the physical forms while entering in the MHD Systems (i.e. identify clients ID, checking relevant documents).
- Generate the excel list for Health Assessment.
- During the collection process, identify any potentially invalid data and bring to the attention of supervising staff member before and, as necessary, during entry of data into the Database System.



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- Assist in collecting all invoices from the external service provider (Modern Medical Centre).
- Ensure all MHD payments were recorded and saved in the system0
- Any other duties as may be assigned by Chief Medical Officer.

Required Qualifications and Experience

Education

- Bachelor's degree IT or Business with at least two years of relevant work experience;
- Or, high school degree with at least four years of relevant work experience.

Experience

- Experience working with IBM or compatible Computers.
- Experience with Windows 2000/XP Operating Systems, MS Office.
- Experience working in Data Entry.
- Fluent in Arabic (spoken and written) and basic knowledge of English.

Languages

Fluency in **English** and **Arabic** is required.

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.
- Resource Mobilization - Establishes realistic resource requirements to meet IOM needs.



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Core Competencies – behavioural indicators

- **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.

How to apply:

Interested candidates are invited to submit their applications via email: sudahrdept@iom.int, by September 08, 2019 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

[From 25.08.2019 to 08.09.2019](#)