



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Medical Officer** according to the Terms of Reference below. Interested applicants are invited to apply by **07.08.2021** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

OPEN TO INTERNAL CANDIDATES ONLY

Reference Code:	SVN-045/2021/S - BD1	Position Title:	Medical Officer
Duty Station:	Cox's Bazar, Bangladesh	Estimated Starting Date:	As soon as possible
Classification:	NO-A (UN Salary Scale)	Type of Appointment:	Special Short Term (Initially 06 months; with possibility of extension)
Division/Unit:	MHD Unit		

General Functions:

Under the direct supervision of National Programme Officer (NPO), technical guidance of the International Migration Health Officer (MHO) and overall supervision of the Project Manager (PM) and Head Of Sub Office in Bangladesh, the successful candidate will be responsible and accountable for the overall management of Mobile Medical Team (MMT) in Cox's Bazar district:

Responsibilities and Accountabilities:

1. Implement health care activities to remote communities as well as take part in health screening of the vulnerable populations.
2. Conduct health assessments of the vulnerable population, including review of the medical history, physical examination, re-reading of the Chest X-rays (CXR) and review of the test results, in accordance with the technical guidelines and medical policy of the organization.
3. Make referrals for additional testing and treatment, if necessary; follow up patients on treatment.
4. Prescribe medicine as required to optimize the clinical condition and provide necessary information and counselling to the patient or affected family members as well as organize follow up of the patients where necessary.
5. Facilitate referrals and assisted transportation of critical cases to functioning secondary health facilities or hospitals when required in accordance with organization mandate and procedures directly or through health partners.
6. Act as a medical escort assisting sick patient travelling under within country or abroad when required.
7. Inform the secondary referral center about the referred case with significant medical condition to ensure proper and timely patient handling at the referral center upon arrival.
8. Ensure medical logistics /equipment through daily checklist to ensure that all medical kits are ready and fully stocked, with all medical supplies organized, listed, and within the expiration period
9. Undertake regular duty travel and assist the National Programme Officer in planning and completion of field activities competently in order to ensure a well-organized and quality health care delivery service with special attention to the vulnerable populations.
10. Enter medical information and other details into health databases with maintaining confidentiality. Also required to submit daily field trip report and necessary feedback to the National Programme Officer on a regular basis.

IOM is an equal opportunity employer and women are encouraged to apply.
IOM Offices and vehicles have smoke-free work environment.

11. Liaise and coordinate with local Government and health authorities (UH&FPO) and other stakeholders with a view to strengthening of health care delivery systems at community level in the District.
12. Assist the National Programme Officer in project monitoring and identifying priority health needs and other activities including but not limited to regular disease outbreak monitoring and reporting to the Govt. health authorities,
13. Coordinate with health partner NGOs. Take part in health awareness campaign, technical supervision and monitoring of outreach activities etc.
14. Take part in coordination meetings, workshops, training events and conferences at the field and district level.
15. Perform such other duties that may be assigned by the Supervisor

Education, Experience and Skills:

- Completed advance university degree from an accredited academic institution in Medicine as Medical Doctor
- Three years (or five years of experience for candidates holding a first level
- University degree) of experience in health related programmes.
- Knowledge and experience with working in the field, public health sector and in medical emergencies and Trauma management will be added as advantage.
- Effectively applies knowledge of health issues in execution of responsibilities at appropriate level and within IOM Mandate
- Maintains confidentiality and discretion in appropriate areas of work.
- Effectively coordinates actions with other implementing partners.
- Works effectively with local authorities, stakeholders, and beneficiaries.

Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code [SVN-045/2021/S-BD1 Medical Officer](#) in the subject line to: DhakaJobs@iom.int; with the following documents:

(i) *Application Letter/Cover Letter*

(ii) *Curriculum Vitae*

(iii) *Personal History Form (PHF) which can be downloaded from the IOM Dhaka website:*

<https://bangladesh.iom.int>

(iv) *Scan copy of Photo*

APPLICATION WITHOUT PROPER REFERENCE CODE MENTIONED ABOVE WILL BE DISREGARDED

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.

Any attempt for persuasion will be considered as a disqualification

ONLY SHORT-LISTED CANDIDATES WILL BE CALLED FOR ASSESSMENT

Note for internal candidates:

with refer to IN233 and Clause 7.5 of IOM Recruitment Policy:

Staff members selected for a VN/SVN in his or her same category at one grade higher than his or her personal grade shall be appointed at the advertised grade. A staff member selected for a VN/SVN to a position which is two grades higher than the staff member's current grade, will be appointed at the interim grade, and six months later at the higher grade.