



# STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for **Messenger/Cleaner** according to the Terms of Reference below. Interested applicants are invited to apply by **04.12.2022** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

## OPEN TO INTERNAL AND EXTERNAL CANDIDATES

<b>Reference Code:</b> VN-58/2022/S - BD1	<b>Position Title:</b>	Messenger/Cleaner (02 positions)
<b>Duty Station:</b> Dhaka & Sylhet, Bangladesh	<b>Estimated Starting Date:</b>	As soon as possible
<b>Classification:</b> G-1 (UN Salary Scale)	<b>Type of Appointment:</b>	One Year Fixed Term

### General Functions:

Under the direct supervision of the Medical Administrative Assistant and overall supervision of the Migration Health Physician of IOM Bangladesh, the successful candidate will be responsible for the following functions of IOM Migration Health Assessment Centre (MHAC):

1. Support the registration process by photo capturing of UK and Non-UK applicants and verify documentation of clients, scan and compile applicant dossiers for DPA and Physicians.
2. Open and close MHAC daily and ensure all electrical equipment are switched off and premises secured at the end of the workday.
3. Support in maintaining record keeping system and recording information as needed including scan, photocopy etc and arrange the stationary items as per requirement of IOM MHAC and perform general office clerk duties and errands
4. Transport documents dealing with all types of sensitive and confidential information with strict attention to medical confidentiality including in-person delivery of confidential documents to respective embassies during weekends
5. Cleaning the office premises and other facilities, daily including maintaining general cleanliness and disinfection of common spaces. restrooms, including restocking dispensers, emptying trash, cleaning, and sanitizing fixtures.
6. Ensuring all laundry services are provided in time for every client to receive fresh supply of changing gowns at MHAC and Xray facilities
7. Provide refreshments and other services during meeting, conference, workshops and to attend the external guests
8. In person collection of medical supplies and other materials from National counterparts such as National TB programme or Universities, if required.
9. Any other duties assigned by the CMO.

### Education, Experience and Skills:

- Secondary School Certificate (SSC) from an accredited academic institution.
- At least one (1) year of experience for support function as a messenger/cleaner/administrative assistant with reputed Organizations.
- Previous experience in UN/international organization will get preference
- Basic elementary knowledge on office management/Office maintenance
- Specific experience with UN or diplomatic organizations highly regarded
- Good interpersonal and communication skills

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

**Method of Application:**

Candidates with the required qualifications can apply through email by mentioning the reference code [VN-58/2022/S-BD1: Messenger/Cleaner](#) in the subject line to: [DhakaJobs@iom.int](mailto: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**