



# STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **National Programme Officer (Emergency Preparedness and Response)** according to the Terms of Reference below. Interested applicants are invited to apply by **18.09.2023** 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>	SVN-67/2023/S - BD1	<b>Position Title:</b>	National Programme Officer (Emergency Preparedness and Response)
<b>Duty Station:</b>	Cox's Bazar, Bangladesh	<b>Estimated Starting Date:</b>	As soon as possible
<b>Classification:</b>	NO-A (UN Salary Scale)	<b>Type of Appointment:</b>	Special Short Term (Initially 6 Months)
<b>Division/Unit:</b>	Migration Health		

### General Functions:

Under the overall guidance and supervision of the Deputy Chief of Mission (Emergencies), and direct supervision of the Migration Health Officer, the successful candidate will be responsible and accountable for supporting the implementation of IOM Cox Bazar's emergency health preparedness and response activities, including IOM's epidemic and disaster response and communicable disease control activities. This should include all measures to prevent the spread of diseases to staff and public, disaster risk reduction, prevention of environmental contamination, and safety of staff and public throughout active management of the response components where IOM is a partner such as case management, mass casualty incident management, risk communication and community engagement and surveillance.

1. Support the Migration Health Officer in the implementation and monitoring of IOM's emergency health preparedness and response activities (including communicable diseases outbreaks and disasters) by ensuring coordination of the health team, identifying operational and staff challenges and possible solutions, and be available for short-notice deployment to field locations as part of a rapid response team.
2. Assist in the development and implementation of the preparedness and response activities including, but not limited to:
  - Coordinate field operation of case management and surveillance activities during disease outbreaks, including COVID-19 SARI ITCs and other communicable disease isolation and treatment centers.
  - The implementation of standardized triage and infection prevention and control measures for all IOM's Primary Health Care Centers (PHCC) and Health Posts (HP), following WHO guidelines and IOM standards (this includes supporting the development protocols, clinical guidelines, training modules and training of staff).
  - The setup of ORPs in relevant IOM health facilities and diarrhea treatment centers in the event of an Acute Watery Diarrhea (AWD) outbreak, following health cluster recommendations (this includes training staff, procurement of items, setting up the facilities, etc.)

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- Assist, as needed, with the implementation and deployment of Rapid Response Teams and Mobile Medical Teams including staff rosters, schedules, position, trainings, coordination) in case of disasters and disease outbreaks.
  - Conduct rapid health and/or nutritional assessments to identify key and urgent needs as needed or directed by the health sector, ensure that all related health activities deliver quality services.
  - Support the coordination, development and facilitation of staff training for emergency preparedness activities (including coordination with partners such as UNFPA, WHO, IFRC or other IOM implementing partners).
  - Support the coordination and operationalization of community and health facility-based surveillance activities as they relate to outbreak surveillance and response through the supervision of IOM's implementing partner agencies.
  - Support projection of logistics and supplies for disease outbreaks and disasters.
  - Recommend infrastructure and operational arrangement of the health facilities for resilience to natural and man-made disasters.
  - Implement preparedness measures for health facilities and field teams for responding to mass casualties and disasters.
  - Field coordination of IOM's support for routine immunization and vaccination campaigns
3. Represent IOM at relevant coordination meetings and maintain coordination and cooperation with local health authorities and partners (WHO, UNICEF, as well as other actors) in the field. Act as technical lead of relevant health sector working group or technical committees (e.g. Mobile Medical Team Working Group, EPR technical committee)
  4. Work in close coordination with National Programme Office (Health Coordination) for the implementation of Tuberculosis, Malaria and HIV control activities.
  5. In coordination with M&E team and health coordination/operation team support in cleaning and maintaining program and disease surveillance information system, e.g. database of case management, immunization campaigns and NCD.
  6. Provide weekly and monthly status reports of activities conducted, including achievements and challenges encountered through established channels of communication within the IOM Health unit; ensure documentation of all health and related activities. Relevant information is shared with IOM Health Unit for weekly review and consolidation and sharing of data with MOH and health cluster partners.
  7. Perform other duties as may be assigned.

### **Education, Experience and Skills:**

- Completed university Degree in Medicine or Nursing.
- Completed Masters in Public Health from an accredited academic institution; including experience in epidemiology, emergency mobile teams, first response.
- At least three years operational and field experience in implementing emergency health activities, including those for outbreak prevention, detection and response for migrants, refugee and displaced persons and other vulnerable groups; including early recovery or post crisis emergency health programming.
- Demonstrated experience in coordination and liaison with government authorities, knowledge and structures and functions of primary health care system, of national, UN and international health agencies and donors.

### **Method of Application:**

External candidates:

Send the application to [iombangladeshjobs\\_external@iom.int](mailto:iombangladeshjobs_external@iom.int); the subject line should mention the reference code [SVN-67/2023/S - BD1; National Programme Officer \(Emergency Preparedness and Response\)](#). [The following documents must be attached:](#)

- (i) *Application Letter/Cover Letter*
- (ii) *Curriculum Vitae*

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

**<https://bangladesh.iom.int>**

**(iv) Scan copy of Photo**

Internal candidates:

The **PERN** must be indicated in the **Personal History Form (PHF) for the reviewer to determine that it is an internal application.**

Applications are sent to [iombangladeshjobs.internal@iom.int](mailto:iombangladeshjobs.internal@iom.int) - the subject line should mention the reference code **[SVN-67/2023/S - BD1: National Programme Officer \(Emergency Preparedness and Response\)](#)**. The following documents must be attached:

**(i) Application Letter/Cover Letter**

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**(iv) Scan copy of Photo**

**APPLICATION WITHOUT PROPER REFERENCE CODE MENTIONED ABOVE AND INCOMPLETE APPLICATION WILL BE DISREGARDED**

**Any attempt for persuasion will be considered as a disqualification.**

**Due to the volume of applications received, only short-listed candidates will be called for further 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.*