



International Organization for Migration (IOM)  
The UN Migration Agency

## Vacancy Notice

Position Title : **National Migration Health Officer**  
Duty Station : Tokyo, Japan  
Classification : National Officer, NO-B  
Type of Appointment : Fixed term, one year with possibility of extension  
Estimated Start Date : As soon as possible

Closing Date : **May 23, 2024**

*Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, the following candidates are considered as first-tier candidates:

1. Internal candidates
2. External female candidates.

### **Context:**

Under the direct supervision of the Migration Health Coordinator based in Tokyo, JPETS Programme, the successful candidate will be responsible for the carrying out the following duties and responsibilities in relation to the Migration Health in Tokyo, Japan.

### **Core Functions / Responsibilities:**

1. Lead liaison activities for technical aspects of the Japan Pre-Entry Tuberculosis Screening (JPETS) between IOM and the Government of Japan (GoJ), in coordination with the Chief of Mission (COM) in Japan and Migration Health Coordinator (JPETS). Facilitate efficient communication and coordination with GoJ while assisting them to achieve their goals in managing the health-related aspects of the JPETS.
2. Participate in implementing the IOM JPETS activities, such as budget monitoring, raising RFP, reporting, logistics and capacity-building activities, in close coordination with the COM, MHD RHAPC and Migration Health Coordinator.

3. In close coordinate with Migration Health Informatics (MHI) unit in MAC, provide guidance and update business requirements of JPETS Information Management System (JIMS), and make sure the JIMS fulfils the needs of the JIMS users.
4. Coordinate with the MHI team on integration of the JIMS with other IOM systems such as Teleradiology, Laboratory Information Management System and others, as necessary.
5. Provide assistance to JPETS health assessment business processes and operating and procedural standards, and ensure they are met, maintaining a high level of integrity within the program.
6. In coordination with the RHAPC, Migration Health Coordinator in the ROAP and other relevant MHD colleagues, develop guidelines and standard operating procedures (SOPs), concepts, frameworks and tools which will facilitate the successful implementation of the JPETS programme worldwide.
7. Promote and facilitate training in JPETS is included in IOM staff development programmes globally, in conjunction with other training priorities. Contribute to training in JPETS for non-IOM physicians, as needed.
8. Synthesize and analyse relevant data on JPETS migration health activities globally and make relevant information available internally and to the GoJ. Manage the exchange of information, reports and programme updates.
9. Proactively pursue the interest and needs of the GoJ in IOM's assistance to non-IOM panel physicians in order to standardize and improve the quality of JPETS globally.
10. Promote the possible expansion of JPETS health assessment activities and initiatives globally in coordination with respective IOM offices, relevant Project Managers, the RHAPC and Migration Health Coordinator in the ROAP, and assist to prepare and submit proposals for IOM Migration Health Assessment as needed.
11. Facilitate communications between IOM and GoJ, conceptualize or implement migration health activities in other programmatic contexts.
12. Develop migration health activities in Japan, including participating in proposal development with the aim to expand and diversify migrant health activities in the country in the domain of migration health promotion. These activities may also include a liaison with relevant UN and non-UN partners, government focal points for health and potential donors, and coordination with the COM and ROAP.
13. Participate and promote the IOM migration health agenda in meetings, workshops and international conferences; draft proposals and reports, presentations and background documents on behalf of the IOM migration health team, as required.
14. Perform such other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- University Degree in Medicine or Nursing from an accredited academic institution with four years of relevant experience;
- Master's degree in Medicine, Health Sciences, or Public Health or a related field from an accredited academic institution with two years of relevant professional experience

## **Experience**

- Minimum two years of experience, preferably at an international level, and involving migration health issues;
- Minimum of four (2) years, post-graduation, (post internship in countries with mandatory internship programs) continuous clinical experience, preferably in a multidisciplinary hospital setting. The last clinical posting should be within the last five years;
- Knowledge of and experience with tuberculosis detection and management programmes is a distinct advantage; and,
- Valid license to practice within country is mandatory.

## **Skills**

- Proven capacity and vision to develop and implement programmes in the area of migration and health;
- Knowledge of monitoring and evaluation, and excellent written communication skills (for example, through extensive experience in writing reports);
- Excellent communication, presentation and writing skills with strong computer literacy, especially advanced working knowledge of Microsoft Office;
- Knowledge of structures and functions of national and international health agencies and donors.

## **Languages**

IOM's official languages are English, French, and Spanish.

For this position, fluency in English and Japanese is required (oral and written).

Working knowledge of French and/or Spanish is desirable.

## ***Required Competencies***

### **Values**

All IOM staff members must abide by and demonstrate these five values:

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

### **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 actions and delegated work.
- Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

**Managerial Competencies** – behavioural indicators *level 3*

- 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 & 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 vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

***How to apply:***

Interested candidates are invited to submit their Personal History Form ([PHF](#)) to [iomtokyorecruitment@iom.int](mailto:iomtokyorecruitment@iom.int) by May 23, 2024 at the latest. Only shortlisted candidates will be contacted.

***Posting period:***

From 02.05.2024 to 23.05.2024