



International Organization for Migration (IOM)

The UN Migration Agency

IOM - Return of Qualified Afghans (RQA) Project -2019/2020

Terms of Reference

Position Information:

| | | | |
|---------------------------------|--|--------------------|---|
| Organization: | 2 nd Vice President Office | | |
| Job Title: | Assistant to the Health Advisor | Job Type: | Full Time |
| Number of Placements Available: | 1 | Closing Date: | 2019/April/15 |
| Gender: | <input type="radio"/> Male <input checked="" type="radio"/> Female | Contract Duration: | 10 months with a possibility for extension up to 12 months in Total |
| Sector: | Health and Social Inclusion | Vacancy Number: | IOM -RQA 2019-2020 (VPO2) 001 |
| Sub Sector: | Health | | |
| Job Location (Province): | Kabul | City: | Kabul |

Context:

Under the overall supervision of the Chief of Staff and the direct supervision of the Health Advisor to the Second Vice President, the successful candidate will undertake the below mentioned responsibilities supporting the Office of the Second Vice president

Responsibilities:

- Coordinate and communicate with health sectors, especially within governmental institutions.
- Collect data and report on updated statistics and events related to the health sector.
- Schedule and organize meetings/events and maintain agendas.
- Keep updated records and create reports or proposals.
- Support growth and program development as needed.
- Work with external partners and participate conferences as needed to identify innovation opportunities and adopt improvement actions.
- Carry out any other relevant tasks that are assigned by the supervisor and management.

Educational qualifications:

- Bachelors in in health sector, midwifery and nursing is preferred.



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Experience:

- Experience in relevant sector (health)
- Previous experience with government is preferred
- Strong working knowledge of written and spoken English and Dari/Pashto
- Ability to use Microsoft office applications
- Passionate about serving the poor, Self-motivated, Enthusiastic, Desire to learn
- Team-player with good inter-personal skills, willing to support others and share workloads
- capacity to work under pressure and manage personal stress levels
- Ability to adapt communication strategies for different situations
- Problem solver and positive attitude, Flexibility, Motivator, Ability to plan and follow activities.

Languages:

Fluency in Dari/Pashto and ability to communicate in English is required.