



IOM International Organization for Migration

Call for CVs - Internship.
OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Duty Station: Panamá
Classification: Internship
Type of Appointment: Internship
Estimated Start Date: As soon as possible
Closing Date: May 13, 2021

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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.

Context:

Under the overall supervision of the Occupational Health Unit, the successful candidate will assist in the medical follow up of field staff members and dependents in Africa and the Americas, with respect for the confidentiality of the medical information.

Core Functions / Responsibilities:

- Develop regular contact with the Human Resources units in the field missions, coordinate with them the mandatory medical examinations and preventive health activities.
- Collect and sort original medical documents, systematically organize medical information, record with the highest standard of accuracy the data of each staff member or their dependents and file all received documentation, including entry, periodic and exit examination, as well as any medical report, follow up reports, sick leave certificates and vaccination records.
- Collaborate with the Administrative Assistant to keep staff members medical files updated; scan incoming examinations and reports to the appropriate record, file hard copies.
- Assist in review and validation of sick leave.
- Undertake any other duties as may be assigned by the supervisor.

Required Competencies:

- Excellent communications skills, both oral and written.
- Personal commitment, efficiency, flexibility, attention to detail, drive for results, confidentiality, and tact
- Ability to handle multiple tasks under time constraints.
- Ability to work independently and with minimum supervision, good planning, and organizational skills.
- Demonstrated gender awareness and gender sensitivity, flexibility, and respect for diversity.
- Ability to work effectively and harmoniously within a team and with colleagues from varied cultures and professional backgrounds.

Required Qualifications:

Education:

- Students approaching the end of their university studies and preparing a thesis, or recently graduated in public health, nursing, health sciences or any related field of study.

Experience:

- Experience in administrative support and database management will be considered.
- High-level computer literacy including a good proficiency in MS Office (Word, Excel, Power Point, Outlook), internet, email, and database.

- Good communication skills.
- Public health or medical background.
- Ability to work effectively and harmoniously with colleagues from different cultures.

Languages:

- Fluency in Spanish and English.

Eligibility Requirements:

- Newly graduated students with a college degree
- Students enrolled in the last academic year of a university degree program or in a graduate program.
- Age range between 20 and 36 years.

How to apply:

The candidate must send their CV, together with a motivation letter of a maximum of one page in length, to the email: pac-recruitment@iom.int referring to the vacancy: Internship in Occupational Health Unit

Important: Although Interns are covered against occupational accidents and illnesses under the Organization's Compensation Plan insurance, it is a mandatory requirement to provide written proof of valid medical health coverage in the country throughout the internship period (for non-occupational accidents and illnesses). Applicants must have a legal status in the country.

Posting period:

- April 30 to May 13, 2021.