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**TERMS OF REFERENCE**

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| I. Position Information | | |
| Position title | Intern – Public Health Information Management Officer, Migration Health Unit | |
| Position grade | Other | |
| Duty station | Addis Ababa, Ethiopia | |
| Organizational unit | Migration Health Unit | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? |  | |
| Reports directly to | 1 | |
| II. Organizational Context and Scope | | |
| **Background Information**  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.  Under the overall supervision of the Chief Migration health Officer and the direct supervision and technical guidance of the Emergency Health Coordinator, the successful candidate will be responsible for the coordination and implementation of IOM’s Health Information Management within the Migration health unit’s Emergency Health Response in Ethiopia.  S/he will provide technical oversight, management and direct implementation to IOM’s emergency health information management activities; ensure coordination with Ministry of Health, WHO and health sector partners; liaise and collaborate with other IOM sectors, particularly IOM Ethiopia’s program support units, Monitoring and Evaluation Unit, oversee all health information management at country level and support any programme development. | | |
| III. Responsibilities and Accountabilities | | |
| 1. Support timely collection, aggregation and analysis of displacement and health data and preparation of regular reports related to the Ethiopia response to inform timely decision making. 2. Guide/conduct health needs assessments among displaced populations, collecting and reporting of data from IOM supported mobile clinics and health facilities and dissemination of resultant reports as appropriate within the set timelines. 3. Work closely with the health information management officers from the Ethiopia Health cluster to ensure that data and reports submitted by IOM fulfil health cluster and MOH’s reporting requirements. 4. Utilize ArcGIS, InDesign, Excel, Power BI, or equivalent software to support development of IOM’s Emergency health reports and information products, which include maps and infographics, coherent report structure and appropriate contextualization. 5. Undertake spatial analyses, cross-analyzing displacement, health, migration and multisectoral geospatial data, and develop visualizations, dashboards and information products using GIS-related software and systems to meet specific, thematic needs. 6. Under the GAVI project, closely support the coordination with IOM’s Displacement Tracking Matrix (DTM) to facilitate harmonization of information products and synergies on reporting and programming where possible including ongoing rounds of surveys. 7. Integrate IOM’s data protection principles and best practices on humanitarian data protection and ethical use of data across all IOM health program’s data management, sharing and dissemination activities. 8. Support capacity building efforts among IOM staff on health information management including on data collection, validation, analysis, and dissemination within a humanitarian context though trainings and mentorships. 9. Provide support in programme implementation, administration and monitoring and evaluation, tracking progress and checking that targets and deadlines are met relative to information management. 10. Undertake duty travel, as required and in line with prevailing security restrictions, related to project implementation and coordination, staff training, and liaison with partners. 11. Perform such other duties as may be assigned. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | * Master’s degree in Health Informatics, Applied Epidemiology, Public health, Health Systems Management, Demography, Information Management, Information Systems, Computer Science, or a related field from an accredited academic institution; or; * University degree in the above fields with 1 years year of relevant professional experience * Prior training on Health information management through the Global Health cluster course is preferred | | | |
| Experience | | |
| • Minimum one year of relevant experience in health programs including in data collection, analysis, visualization, online databases, reporting portals, data visualization dashboards, data cleaning, business analysis, information gathering and conducting health needs assessments, Health information management systems, and database management  • Experience working in public health/ medical context  • Experience using various data analysis and visualization software including SPSS, Power BI, Tableau, R statistics, etc.  • Sound computer background and knowledge, including experience with relational databases, Microsoft applications, spreadsheets, word processing, SPSS, GIS, graphic design, Power- BI, and desktop publishing.  • Experience in qualitative and quantitative data analysis, and reporting | | |
| SKILLS | | |
| • Ability to work effectively under pressure, and in rapidly changing environments.  • Demonstrated ability to establish and maintain effective relationships.  • Ability to compile and holistically analyze diverse datasets.  • Ability to translate data into interventions.  • Attention to detail | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English is required. | | Working knowledge of Amharic and local languages is an advantage. |
| VI. Competencies | | |
| The incumbent is expected to demonstrate the following values and competencies:  **Values** – all IOM staff members must abide by and demonstrate these three values:   * Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. * 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.   **Core Competencies** – behavioural indicators *level 1*   * 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 action and delegated work. * Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way. | | |
| **Notes** | | |
| **Eligibility and Selection**  In general, the Internship Programme aims at attracting talented students and graduates who:  a) have a specific interest in, or whose studies have covered, areas relevant to IOM  programmes and activities;  b) are holding a scholarship for internship placements in international organizations  and/or for whom internship is required to complete their studies; or  c) are sponsored by governmental/non-governmental institutions and/or academia to work in specific areas relevant to both IOM and the sponsor.  d) are either students approaching the end of their studies and preparing a thesis, or recently graduated, who have less than two years of relevant working experience.   * Only shortlisted candidates will be contacted, and additional enquiries will only be addressed if the candidate is shortlisted. * Please consider the cost of living in the duty station prior to applying. | | |
| The appointment is subject to funding confirmation.  Appointment will be subject to certification that the candidate is medically fit for appointment, any residency or visa requirements, and security clearances.  No late applications will be accepted. | | |
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