



International Organization for Migration (IOM)  
The UN Migration Agency

## VACANCY NOTICE

**Open to Internal and External Candidates.**

Position Title : **HIV/AIDS Counsellor**  
VN No : **IOMKCO/VN/05/2024**  
Duty Station : **Nairobi, Kenya**  
Classification : **General Service Staff, Grade G5**  
Type of Appointment : **One Year Fixed Term, with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **30<sup>th</sup> January 2024**

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.

IOM is committed to a diverse and inclusive environment. Both Internal and external candidates are eligible to apply to this vacancy.

### **Context:**

Under the overall supervision of the Chief Migration Health Officer (Health Assessment Programmes) and the direct supervision of the HIV/AIDS Counsellor/Trainer the incumbent will assist in the process of medical screenings for resettling refugees and migrants.

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

- Deliver appropriate information to prospective migrants with regards to migration medical screenings and HIV testing.
- Deliver pre- and post- HIV test counselling.
- Assist Medical Personnel in maintaining the correct flow of communication/information from applicants and partner entities whilst maintaining confidentiality.
- Liaise with partner entities in fostering community-based HIV awareness and mobilize solidarity and group support in favour of HIV patients.
- Contribute to develop information and educational tools to foster HIV awareness particularly amongst the beneficiaries of resettlement programs.
- Conduct pre and post-test counselling in Sub-Saharan Africa for IOM Clients following the IOM Guide for HIV counsellors.

- Provide comprehensive post-test counselling to HIV infected and affected, including couples counselling, crisis counselling, supportive counselling, and related assistance.
- Ensure that functioning support and referral mechanisms are in place, maintaining confidentiality of clients for continuity of HIV Care, reproductive health, psychosocial and specialized psychiatry, and other support, maintain close collaboration with IOM physicians and outside partners (e.g. psychiatrists) and otherwise actively assist clients to access services.
- Capture qualitative data to identify health issues of concern relating to HIV Counselling and relevant HIV case management, such as concordance/discordance among HIV positive couples, reproductive health and psychosocial wellbeing of applicants and testing of minors and stigma-related issues. Actively assist to adapt programme accordingly.
- Assist to conduct informal focus group discussions to assess adequacy of HIV Counselling, procedures, and guidelines as well as gender, reproductive and psychosocial health concerns, actively assist to adapt the programme accordingly.
- Regularly complete paperwork and quantitative/qualitative reporting as per the guidelines of IOM and resettlement countries and consistently using the HIV Counselling database.
- Actively assist IOM health programme officers in developing ideas for new project proposals addressing disease control, reproductive health and psychosocial well-being of migrants and refugees.
- Assist in implementing the IOM workplace and PEP Policy.
- Assist in community based friendly initiatives.
- Other duties as specified by Migration Health Physicians, Regional Medical Officers and/or Health and HIV Programme Officer.

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

#### **Education**

- Bachelor's Degree or higher qualification in Counselling, Public Health or a related field with three years of relevant work experience,
- or
- Completed High-school Certificate with Diploma in Counselling from an accredited academic institution with five years of relevant work experience.

#### **Experience**

- Minimum three full years of experience in counselling HIV/AIDS which should be within the last five years, preferably with a recognized agency or institution.
- Specialized in HIV/AIDS counselling (pre and post-test counselling).
- Well informed about HIV and AIDS – up to date information.
- Qualifications in Clinical Nursing are an added advantage.
- Experienced in cross-cultural counselling.
- Mature individual, able to work independently.
- Capable of working under stress and in difficult conditions.
- Prepared to work away from home base when required.
- Able to maintain proper and professional records.
- Proficiency in MS Office applications, including MS Word and Access or Excel.

#### **Language**

- Fluency in English and Kiswahili is required.

## **Required Values**

### **Inclusion & respect for diversity**

- Celebrates diversity in all its forms.
- Shows respect and sensitivity towards gender, culture, race and ethnicity, religion, sexual orientation, political conviction and other differences.
- Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people from different backgrounds and orientations.
- Promotes the benefits of diversity; values diverse points of view and demonstrates this in daily work and decision making.
- Proactively addresses any prejudice, biases, and intolerance in the workplace.
- Actively contributes to creating and maintaining a safe, harmonious, and respectful working environment free from all forms of discrimination, harassment, (including sexual harassment) and abuse of authority.

### **Integrity & transparency**

- Upholds and promotes the United Nations Charter, IOM's Standards of Conduct and Unified Staff Regulations and Rules.
- Delivers on commitments; manages the Organization's resources honestly, reliably and sustainably.
- Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- Maintains impartiality and takes prompt action in cases of unprofessional or unethical behavior.
- Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.
- Respects the principle of independence and neither seeks, nor accepts, instructions from Member States.

### **Professionalism**

- Demonstrates professional competence, mastery of subject matter and a willingness to improve knowledge and skills.
- Seeks to raise professional standards in oneself and others through daily work and activities.
- Is cognizant that taking certain courses of action may threaten the reputation of the Organization.
- Shows self-control and persistence when faced with difficult problems; remains calm in stressful situations.
- Is conscientious and efficient in meeting commitments, observing deadlines, and achieving results.
- Has a commitment to professional development.

### **Courage**

- Does the right thing, even in particularly challenging and difficult situations.
- Shows resilience and respect in the face of adversity.
- Is decisive and versatile when faced with uncertainty and adapts quickly to change. Is prepared to take calculated risks to achieve the objectives of the Organization.
- Willing to speak up to protect others when misconduct or wrongdoing occurs.
- Is able to provide honest and constructive feedback to peers, direct reports or a supervisor.

## **Empathy**

- Is able to stand in another person's shoes and consider a situation from another perspective, even if one doesn't agree with it.
- Supports and relates to others; actively seeks to emotionally understand what other people may be feeling.
- Is fully present when working with others, actively listening and engaging.
- Encourages collaboration through a willingness to consider multiple perspectives and opinions.

## **Required Competencies**

### **Teamwork**

- Establishes strong relationships with colleagues and partners; relates well to people at all levels.
- Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
- Willingly puts in extra effort without being asked and adopts a hands-on approach whenever necessary to achieve team objectives.
- Coordinates own work with that of the team to meet agreed priorities and deadlines.

### **Delivering Results**

- Produces quality results and provides quality services to Member States, donors, beneficiaries, and counterparts (clients).
- Meets goals and timelines for delivery of products or services.
- Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
- Shows understanding of own role and responsibilities in relation to expected results.

### **Managing and Sharing Knowledge**

- Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives and shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Puts new learning into practice and draws on diverse sources of ideas and inspiration.
- Contributes to the identification of improvements to work processes and assists in implementing them.

### **Accountability**

- Accepts personal responsibility for quality and timeliness of work and takes ownership of all responsibilities within own role and honours commitments to others and to the Organization.
- Operates in compliance with organizational regulations and rules.
- Accepts and gives constructive criticism; acknowledges and corrects mistakes and applies lessons learned for improvement.

### **Communication**

- Presents information using language and a sequence of ideas that is easy for recipients to understand. adapts communication to the recipient's needs, asks questions to clarify, and exhibits interest in having two-way communication.
- Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.
- Listens carefully and genuinely to the views and positions of others; acts on received information.

**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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

**How to apply:**

Interested candidates are invited to submit their application by sending a Motivation Letter and the updated CV to the email address [hrnairobi@iom.int](mailto:hrnairobi@iom.int) referring to this advertisement.

**Closing Date: 30<sup>th</sup> January 2024**

Only shortlisted applicants will be contacted.

**NOTE****NO FEE:**

**The International Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process, or training). IOM does not concern itself with information on applicants' bank details.**

**Posting period:**

**From 17.01.2024 to 30.01.2024**