

Open to Internal and External Candidates

Position Title : **Clinical Nurse (6 positions)**
Duty Station : **Cairo, Egypt**
Classification : **General Service Staff, Grade G4**
Type of Appointment: **One Year Fixed Term with possibility of extension**
Estimated Start Date: **As soon as possible**
Reference Code : **VN-CAI/2018/18**
Closing Date : **June 20, 2018**

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. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the general overall supervision of Chief Medical Officer - Egypt & the direct supervision of the Head nurse, the incumbent will shall be responsible for carrying out the following:

Core Functions / Responsibilities:

1. Performs routine clinical tasks required by the Migration Health Physician during Migration Health Assessments, in particular: taking and recording medical history, performing anthropometrics, visual acuity and vital signs measurements.
2. Compiles medical records, files, charts, X-ray films, decoded laboratory results prior to physical examination for doctor's use.
3. Authenticates the identity of refugee/migrant, as maybe requested, prior to clinical or radiology examinations.
4. Identify refugees/migrants and supervise them during sputum collection.
5. Assists the MHP during actual physical examinations.
6. Assists the Duty Nurse as instructed.
7. Administers prescriptions/recommendations ordered by the Migration Health Physicians, including application of appropriate treatment.
8. Prepares, install or sterilizes medical equipment needed for medical examination.
9. Requests and re-stocks required medical supplies and drugs and medicines.
10. Monitors and reports expiration dates of drugs and medicines and refers to Senior Nurse for disposal.
11. Maintains and replenishes medical kits used by medical escorts and staff on duty mission.
12. Performs pre-departure medical checks and administers treatment, including vaccination jabs as required for traveling refugees/migrants.
13. Carries out activities in Vaccination department under the supervision of Vaccination Focal point Physician.

14. Arranges for appointments with specialist on the direction of MHPs.
15. Acts as DOT nurse for cases under ATT.
16. Prepares a report on therapeutic procedures administered to migrants, in accordance with the requirements of resettlement countries.
17. Participates in field missions in out of duty stations and as act nurse escort of medical cases.
18. Maintains confidentiality of information and collaborative relationship with clients, partners and health professionals.
19. Performs any other duties that may be assigned by from time to time.

Required Qualifications and Experience

- **Education:** Secondary School or Diploma Degree in Nursing.
- **Experience:** Minimum 4 years continuous professional working experience, preferably with experience in migration.
- **Others:** Good typing, writing, communication and negotiation skills; Computer literate on Microsoft Word, Excel and Access.

Languages

Fluent in **Arabic & English**.

Required Competencies

Accountability

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments and setbacks

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests
- Articulates vision to motivate colleagues and follows through with commitments

Performance Management

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technological Awareness

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

Resource Mobilization

- Establishes realistic resource requirements to meet IOM needs

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.

Only candidates residing in either the country of the duty station or from a location in a neighboring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighboring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their **application** and **cover letter** not later than **Wednesday, the 20th of June 2018**, at **17:00** O'clock, **Cairo** time on www.egypt.iom.int

In addition, please note that only the applications which would have been duly done, and which would have been submitted and received through IOM website within the announced time frame would be valid & considered for the announced vacancy.

Kindly note that for efficiency reasons, only shortlisted candidates will be contacted.