



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates.

Position Title : **Nursing Assistant – 6 Positions**
VN No : **IOMKCO/VN/032/2023**
Duty Station : **Nairobi, Kenya**
Classification : **General Service Staff, Grade G3**
Type of Appointment : **One Year Fixed Term, with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **19th September 2023**

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 Nurse; and the direct supervision of the Senior Migration Health Nurse, the successful candidate will be responsible for the following duties and responsibilities in relation to the Migration Health Assessment Centre (MHAC) in Nairobi.

Core Functions / Responsibilities:

- Provide general assistance with the daily nursing activities in the Migration Health Assessment Clinic (MHAC) to fulfil the technical requirements of the resettlement countries in the areas of:
 - i. Medical examinations.
 - i. Such as checking vital signs, weight, height, visual acuity; and,
 - ii. Blood, urine, or sputum collection as required.
 - iii. Assisting as Chaperone and medical Counselling
 - ii. Support in TB management; Directly Observed Treatment Short Course (DOTS);
 - iii. Support Infection prevention and control mechanisms.
 - iv. Support pre-departure procedures and medical movements.
 - v. Support documentation, certification, and information transmission.
 - vi. Transport of samples to the laboratory in a proper and safe manner.
 - vii. Liaise with the laboratory, receive results and reports in a timely manner; and,
 - viii. Other technical areas as may be required.

- Provide support and general information to the migrants and/or refugees in relation to:
 - i. The migration health assessment, especially focusing on Chest Xray, Immunization and sputum testing for those requiring it; and,
 - ii. Treatments and referrals.
- Support Nurses with proper identification and follow-up by:
 - i. Comprehensive history taking.
 - ii. Accurate and thorough Biodata collection.
 - iii. Ensuring ID verification for each step of the health assessment process; and,
 - iv. Keeping a register of applicants who undergo health investigations and testing.
- Follow the Health Assessment Programmes' checklists and Standard Operating Procedures (SOP's) and maintain standard universal precautions within MHAC.
- Assist Nurses in medical emergency management as well as with chronic case management and related procedures. Arrange for specialist consultations and ensure receipt of specialist reports as assigned.
- Support proper and accurate record keeping of applicants throughout the migration health assessment process, including uploading medical reports on the required databases.
- Perform national medical escort duties when required to ensure migrants receive continued care throughout all phases of migration (before departure, during the journey and at the final destination).
- Assist the team with checking medical invoices.
- Prepare list of medical drugs and supplies for ordering as requested by the Migration Health Physician or Migration Health Nurse, assist in inventory taking, confirm and receive ordered drugs and supplies; all in close coordination with the administrative and finance teams.
- Perform other duties as may be assigned.

Required Qualifications and Experience

Education

- Diploma in Nursing, with at least three years of relevant work experience; or,
- Desirable: bachelor's degree in nursing from accredited institution with one-year relevant work experience required.
- A valid license to practice nursing in the country of duty station.

Experience

- Training or working experience in the areas of Tuberculosis management, immunizations, mental health, communicable diseases, laboratory testing or public health is an advantage.
- Experience in working in an international organization.
- Experience in working in a fast-paced environment.
- Experience in dealing with UN policies, procedures and operations is desirable.
- Demonstrated ability to maintain confidentiality is mandatory.
- Ability to work under time constraints and deadlines in challenging settings.

Skills

- Computer literacy required: MS Office suite (Word, Excel, Access)
- Good knowledge of clinical care especially in the Primary or secondary Health Care settings.
- Good communication skills and proven ability in working in a team.

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 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 referring to this advertisement.

Closing Date: 19th September 2023

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 05.09.2023 to 19.09.2023