



IOM International Organization for Migration

**Vacancy Notice No: VN#NP/07/18**

**Open to Internal and External Candidates**

Position Title : **Nurse Assistant**  
Duty Station : **Kathmandu, Nepal**  
Position Required : **1 Position**  
Classification : **General Service Staff, Grade 3**  
Type of Appointment : **One Year Fixed term , with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **June 20, 2018**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

**Context:**

*Under the overall supervision of the International Migration Health Physician (IMHP) and the direct supervision of the Head Nurse the successful candidate will be responsible for the carrying out the following duties and responsibilities in relation to the Migration Health Assessment Centre (MHAC) in Kathmandu, Nepal.*

**Core Functions / Responsibilities:**

1. 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:
  - a) Medical examinations,
    - i. Such as checking vital signs, weight, height, visual acuity;
    - ii. Blood, urine or sputum collection as required
  - b) Support in TB management; Directly Observed Treatment Short Course (DOTS).
  - c) Support Infection prevention and control mechanisms;
  - d) Support pre-departure procedures and medical movements;
  - e) Support documentation, certification and information transmission;
  - f) Transport of samples to the laboratory in a proper manner;
  - g) Liaise with the laboratory, receive results and reports in a timely manner;

- h) Other technical areas as may be required.
2. Provide support and general information to the migrants and/or refugees in relation to:
  - a) The migration health assessment, specially focusing on Chest Xray, Immunization and sputum testing for those requiring it;
  - b) Treatments and referrals.
3. Support nurses with proper identification and follow up by:
  - a) Comprehensive history taking;
  - b) Accurate and thorough Bio-data collection;
  - c) Ensuring ID verification for each step of the health assessment process;
  - d) Keeping a register of applicants who undergo health investigations and testing;
4. Follow the Health Assessment Programmes' check lists and SOP's and maintain standard universal precautions within MHAC.
5. 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.
6. Support proper and accurate record keeping of applicants throughout the migration health assessment process, including uploading medical reports on the required databases.
7. 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).
8. Assist the team with checking medical invoices.
9. 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.
10. Perform other duties as may be assigned.

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

#### **Education**

- Bachelor's degree in Nursing from accredited institution with one year relevant clinical experience required;
- Or
- Intermediate in Nursing, with at least three years of relevant work experience

#### **Experience**

- Valid license to practice Nursing in Nepal.
- Training or working experience in the areas of Tuberculosis management, mass immunizations, communicable diseases, laboratory testing or public health is an advantage;
- Computer literacy required: MS Office suite (Word, Excel, Access)

#### **Languages**

Fluency in English, Nepali is required.

### ***Required Competencies***

#### **Behavioural**

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – Proactively develops new ways to resolve problems
- Leadership and Negotiation – Convinces others to share resources □ Presents goals as shared interests
- Performance Management – Provides constructive feedback to colleagues Provides 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
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

### ***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. Only Nepali Nationals will be considered for this position.

### ***How to apply:***

Interested Candidates are requested to submit their application indicating clearly the position applied, VN number and CV with three references to the following address: **Human Resource Department, International Organization for Migration, P.O. Box 25503, Baluwatar, Kathmandu or email to [iomnepaljobs@iom.int](mailto:iomnepaljobs@iom.int) by 20 June 2018.** Only short listed candidates will be called for interview.

### ***Posting period:***

From 07.06.2018 to 20.06.2018