



Position Title : **Nurse Assistant**
Duty Station : Harare, Zimbabwe
Classification : General Service Staff G3
Type of Appointment : Special Short Term, 3 months with possibility of extension
Estimated Start Date : As soon as possible
Reference Number : SVN2022/10
Closing Date : 29 May 2022

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

Context:

Under the overall supervision of the Chief of Mission and direct supervision of the Migration Health 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 Harare, Zimbabwe.

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 such as:
 - i. Checking vital signs, weight, height, visual acuity; and,
 - 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 and safe manner.
 - g. Liaise with the laboratory, receive results and reports in a timely manner; and,
 - 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; and,
 - 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; and,
 - d. Keeping a register of applicants who undergo health investigations and testing.
4. Follow the Health Assessment Programme's check lists and Standard Operating Procedures (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.
6. Arrange for specialist consultations and ensure receipt of specialist reports as assigned.
7. Support proper and accurate record keeping of applicants throughout the migration health assessment process, including uploading medical reports on the required databases.
8. 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).
9. Assist the team with checking medical invoices.
10. 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.
11. Perform other duties as may be assigned.

Qualifications and Experience:

Bachelor's degree in Nursing from accredited institution with one year of relevant clinical experience or Diploma in Nursing from accredited institution with three years of relevant clinical experience required.

Experience

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

Languages

Proficiency in written and spoken English.

Required Competencies

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

- 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 of 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.

Other

- Appointment will be subject to certification that the candidate is medically fit for appointment.
- No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications to vacancieshre@iom.int by 29 May 2022 at the latest, referring to this advertisement.

Female candidates who are qualified and experienced are especially encouraged to apply.

Only shortlisted candidates will be contacted.

Posting period:

From 16 May 2022 to 29 May 2022