

United Nations Mission in Liberia
(UNMIL)

Vacancy Announcement- External/Internal

Vacancy#: UNMIL-MED-13-2145	Deadline: 01 November 2013
Post Title: Nurse (Two positions)	Level: GL-6
Organizational Unit: Medical Services Section	Location: Buchanan & Gbarnga
Initial Appointment: Initial One (1) year subject to funding of the post and satisfactory performance	Indicative Minimum Annual Gross Salary: \$ 17180.00
	IMIS Post #s: 57640 & 57198

UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Personnel Office and attach copies of the following: Proof of Liberian nationality (Birth Certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed. **Please note that you can also apply by email to unmilmrecruitment@un.org. Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.**

The incumbent will perform at level I clinic/ health post in region under the guidance of the Medical Officer and supervision of the Head Nurse.

Description of Main Duties

Within delegated authority, a Nurse at this level will be responsible for the following duties:

- Responds to emergency calls and assists Medical Officer in providing adequate care; ensures effective liaison between patient and private doctor, paramedics, family members, and colleagues as appropriate, document case findings.
- Performs diagnostic and screening tests such as ECG, x-rays, laboratory (blood and urine), and other tests as required.
- Performs clinical assessment of patients visiting the walk-in clinic, provides, care/advice accordingly or facilitates referral to the UN Medical Officer or to an outside physician, as indicated.
- Ensures preparedness of staff travelling on missions or reassessments, including administration of appropriate vaccine, instructions on malaria prophylaxis and other travel-related ailments. Instructs on the content and potential uses of the travel kit.
- Assist in providing health education and health promotion programs; participates in work environment assessment, e.g. office ergonomics, and address other occupational health issues.
- Performs other related as required.

Work Implies Frequent interaction with following:

Staff across the organization
 Personnel in office so Staff of Staff Counselor
 Security Officers
 Physicians and nurse outside the UN
 Delegates and NGO Representatives Visitors

Result Expected:

Provides quality nursing services that contribute to the good physical and mental health of the staff of Organization.

Competencies

- **Professionalism:** Knowledge of clinical, occupational and travel Nursing. Formal training in CPR and, preferably, in BCLS and ACLS or equivalent emergency medical care. Knowledge of major medical office equipment and ability to use them in emergency situation. Knowledge of basic diagnostic equipment and ability to use them. Knowledge of modern medical information technology and solid computer skill. Shows pride in work and in achievements; demonstrates professional competences and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with

difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience, demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others ideas and expertise, is willing to learn from others, places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own positions; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitor and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and hours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit , where applicable.
- **Creativity :** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”, takes and interest in new ideas and new ways of doing things; is not bound by current thinking or traditional.
- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by graining their trust and respect; identifies clients’ need and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline of delivery of products or services to client.
- **Commitment to Continuous Learning:** Keeps abreast of new development in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; sees feedback to learn and improve.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Qualifications:

Education: Must hold a diploma or equivalent in nursing from a recognized institution. National registration and license are required.

Experience: At least five (6) years of progressive experience in the field of nursing or related area.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

Preference will be given to equally qualified women candidates.

Completed detailed applications documentation as specified above referring to

Vacancy # UNMIL-MED- 13-2145 should be forwarded to the attention of:

UNMIL Recruitment Unit, Human Resources Management Section, UNMIL Headquarters, 7th Floor, Pan African Plaza, Tubman Boulevard, Monrovia