



UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UNSO)

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO SOMALI NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

DEADLINE FOR APPLICATIONS	:	07 DECEMBER 2017
DATE OF ISSUANCE	:	08 NOVEMBER 2017
FUNCTIONAL TITLE	:	NURSE
LEVEL	:	NO-B
SECTION	:	MEDICAL
LOCATION	:	MOGADISHU & BAIDOA
DURATION OF CONTRACT	:	ONE (1) YEAR FIXED TERM
VACANCY ANNOUNCEMENT NUMBER	:	UNSO/MED/034/2017

Special Notice

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

Organizational Setting and Reporting Relationships:

These positions are located in Mogadishu and Baidoa, Somalia. The incumbent will report to Head Nurse/Medical Officer, under the overall supervision of the Chief Medical Officer (CMO).

Duties and Responsibilities

Under the general supervision of the Head Nurse/Medical Officer will be responsible for the following duties:

Clinical duties

- Assesses needs of clients visiting the "walk-in" clinic, provides care/advice accordingly and facilitates referral to the UN Medical Officer or to an outside physician as indicated.
- Ensures preparedness of staff travelling on missions or re-assignments, including administration of appropriate vaccine, instructions on malaria prophylaxis and other travel-related ailments.
- Provides instruction on the content and potential uses of the "Travel Kit".
- Ensures smooth day-to-day operations at the walk-in clinic and emergencies.
- Provides in service training to nurses.
- Assists in providing health promotion programs.
- Provides health education and participates in addressing work environment and occupational health issues.
- Ensures proper coordination between Nurses, Medical Officers, and United Nations Security and outside Paramedics in case of medical emergencies.
- Runs the 24/7 emergency call center on Day or Night shift on rotation basis depending on exigencies of work.
- Collaborates with the Medical Officer and all physicians in developing objectives and establishing policies to ensure quality in the delivery of medical care.

Medical Administrative Duties

- Assists the Chief of Section, Medical, and Medical Officers in following United Nations established policies and procedures regarding medical clearances, medical emergencies, business continuity plans, crises management and medical preparedness as well as providing support for job related injuries/illnesses, and medico-legal issues.
- Participates in the establishment, implementation and evaluation of health promotion and occupational programs.
- Participates in the selection process of new nursing staff, ensures their training, updates clinical nursing guidelines, Standard operating procedures (SOPs) and provides the nursing staff with opportunities for continuing education.

- Identifies, evaluates and recommends purchase of medical equipment and supplies.
- Maintains inventory of medical equipment and supplies.
- Ensures proper collection of nursing statistics to assist the Chief Medical Officer in the preparation of the Section's budget.

Supervisory Duties

- Manages, supervises and evaluates performance of nursing staff.
- Provides opportunities for nurses to consistently update their nursing skills.
- Ensures smooth running of the Performance Appraisal System for all nurses.

Performs other related duties as required

Competencies:

Professionalism: Shows pride in work and in achievements; Demonstrates professional competence 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; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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 gaining their trust and respect; Identifies clients' needs 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 for delivery of products or services to client.

Planning and 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; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

Education: Advanced university degree (Master's degree or equivalent) in nursing is required. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree. National registration and license in nursing are required. Advanced degree in Community or Public Health from an accredited university is desirable.

Work Experience: A minimum of (2) two years of progressively experience in nursing is required.

Language: English and French are the working languages of the United Nations Secretariat. For this position, fluency in English and Somali (both oral and written) is required; knowledge of another UN language is an advantage.

Method: Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below quoting vacancy announcement number on the subject line on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **07 December 2017** will not be accepted. **Curriculum Vitae (CVs) will not be accepted. Only shortlisted candidates will be contacted.**

Please quote, Vacancy Announcement Number and Functional Title in the subject of the

Email: recruitment-unsoa@un.org

Kindly attach a copy of P11, Masters or Degree Certificate, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility. Please note CID and NISA Certificates are required at a later stage of the recruitment process.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).