



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates

Position Title	: Senior Nurse (Migration Health)
Organizational Unit	: Medical Department
Duty Station	: IOM Kigali, Rwanda
Classification	: General Service Staff, Grade G6 (UN salary Scale for GS staff)
Type of Appointment	: One-year fixed term with possibility of extension
Estimated Start Date	: As soon as possible
Closing Date	: November 14th , 2021
Reference Code	: VN2021/22 - RW

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. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the Chief of Mission (CoM) and the direct supervision of the Chief Migration Health Officer (CMHO) 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 Kigali, Rwanda.

Core Functions / Responsibilities:

1. Assist in coordination of daily nursing and administrative activities of the migration health assessment in the Migration Health Assessment Clinic (MHAC) to fulfil the technical requirements of the resettlement countries in the areas of:
 - a) Medical examinations;
 - b) Imaging;
 - c) Laboratory testing;
 - d) Vaccinations;
 - e) TB management;
 - f) Treatment and referrals;
 - g) Pre-departure procedures and medical movements;
 - h) Counselling;
 - i) Documentation, certification and information transmission;
 - j) Directly observed treatment/therapy short course (DOTs);
 - k) Fitness-to-travel checks; and,
 - l) Other technical areas as may be required.
2. Assist in the coordination of all daily nursing and administrative activities, namely:
 - a) Assign tasks to nurses and clerks;
 - b) Monitor pre-examination information sessions, counselling, history, follow up and vital signs taking; verify that nurses and medical clerks enter information into relevant databases in a timely and accurate manner, in accordance to their specific functions; and,
 - c) Facilitate and monitor implementation of fraud-prevention measures, including testing performed outside of the MHAC.
3. Contribute to the maintenance of an optimal workflow at the health assessment site by suggesting and implementing improvements to facilitate timeliness of completion of nursing and clerical tasks.
4. Verify that all migrant/refugee identity check mechanisms are well established and followed.
5. Implement quality assurance and quality control measures for nursing and clerical activities.
6. Verify that SOP's, checklists and standard universal precautions within MHAC are followed.
7. Check that the MHAC pharmacy, stock, medical kits and emergency kits within the MHAC and for medical escorts if applicable are well maintained according to guidelines and SOP's.
8. Coordinate, follow up and verify procurement for MHAC – including purchase orders, payment requests and invoices.
9. Organize mobile missions.

10. Coordinate, and perform if needed, the 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).
11. Maintain collaborative relationships with various partners to facilitate the follow up and relevant information sharing. Partners include internal IOM departments, other health providers, panel physicians, Embassies other UN agencies or NGO's and others as applicable.
12. Perform other duties as may be assigned.

Required Qualifications and Experience

Education

- Nursing Degree with a minimum of four years relevant clinical experience and a valid licence to practice nursing in Rwanda .

Experience

- Excellent technical skills, including in phlebotomy.
- 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 English and Kinyarwanda is required. French and Swahili an added advantage

Required Competencies

Values

The incumbent is expected to demonstrate the following values and competencies:

- 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

- 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 for 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

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.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications to iomwandarecruitment@iom.int by 14 November 2021 at the latest, referring to this advertisement.

The subject of your e-mail MUST indicate the reference code, the Position title as well as candidate's names

In order for an application to be considered valid, IOM will only accept applications which should include a completed Personnel History Form (please download and fill it) and an application letter (not more than one page)

Only shortlisted candidates will be contacted.

Posting period:

From 01.11.2021 to 14.11.2021

