

**United Nations Mission in Liberia
(UNMIL)**

Vacancy Announcement – Internal Individual Contractor - REVISED

POST OPEN FOR LIBERIAN NATIONALS ONLY

Vacancy#: UNMIL-DMS/SD/MSD-17	Deadline: 21 August 2017
Post Title: Nurse (Individual Contractor)	Level: GS-6
Organizational Unit: Medical	Location: Monrovia
Initial Appointment: Initial none (01) month subject to operational requirements, availability of funds and satisfactory performance.	Indicative Minimum Annual Gross Salary:
	IMIS Post #
UNMIL invites internal candidates for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Office and attach copies of the following documents: Proof of Liberian nationality, Birth Certificate/Passport, High School Diploma and reference letters from previous employers. Incomplete P.11 forms will not be processed. Please note that you can also apply by email to unmilrecruitment@un.org . Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.	

Description of Main Duties:

Under the guidance of the Medical Officer in charge of the UNOE Level-I Clinic and supervision of the Head Nurse, he / she:

- Coordinates the day-to-day clinical activities of the clinic.
- Monitors and assists in stabilizing medical emergency cases;
- Prepares ambulance and emergency bags for emergency response;
- Works in collaboration with all medical officers on daily basis;
- Monitors vital signs for all patients under observation or as the need arises;
- Promotes team work and maintains good interpersonal relationship with clients;

Specific Duties and Responsibilities

- Register and enter patients medical information in the UN Global electric database, Earthmed
- Assist the medical officer by providing vital signs monitoring and providing medication for daily patient consultation as well as offers nursing consultations in consultations and emergencies where appropriate
- Performs ECG, blood glucose and rapid test for malaria as the need arises and draw blood sample for laboratory investigation;
- Schedules routine and on demand medical examinations for staff.
- Assist in the dispensary area.
- Disseminates health information on health issues on a daily basis;
- Maintains confidentiality of records;
- Provides monthly report and statistics to UNMIL Headquarters;
- Distributes medical prescriptions, sick leaves and referral forms to assigned doctors;
- Assists the Chief Medical Officer and all medical personnel in supporting the medical services for the United Nations Peacekeeping Forces.
- Reviews immunization status of staff, offers advice on vaccinations and maintains database to ensure optimal vaccination status.
- Files test results and x-rays from mission laboratory and external providers after these have been reviewed and signed by the clinic doctors.
- Any other duties as deemed appropriate by the Head Nurse or the Medical Officer in charge of UNOE Level-I Clinic.

All assigned tasks will be undertaken with utmost confidentiality. Breach of confidentiality will result in disciplinary action against the staff member.

Competencies:

- **Professionalism:** Demonstrated technical knowledge of all aspects of training and development, with proven coordination, liaison, research and analytical skills identifying issues, formulating options and making conclusions and recommendations; commitment to implementing the goals of gender equality by encouraging equal participation and full involvement of women and men in all aspects of peace operations. 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. 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 position; 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; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **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.

Qualifications and Experience:

Education: Diploma in Nursing

Work Experience: A minimum of 5 years practical experience in medical facilities. Knowledge of life saving procedure is essential. Basic computer skills and administrative ability. A valid national driver's license.

Languages: Fluency in spoken and written English is required.

Technology Awareness: Excellent skills in the use of Microsoft Office and other programmes are essential. Knowledge of use of Earthmed is desired

Preference will be given to equally qualified women candidates.

Completed detailed applications documentation as specified above referring to

Vacancy number: UNMIL-DMS/SD/MSD-17 should be forwarded to the attention of: UNMIL Chief, Human Resources Management Section, UNMIL Headquarters Star Base, Monrovia-Liberia.

