



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal and External Candidates

Position	: ON-CALL NURSE (MHAC)
Organizational Unit	: Migration Health Assessment Centre
Duty Station	: Abuja
Type of Appointment	: Special Short-Term (SST) Hourly Contract
CFCV No.	: CFCV2018/124
Estimated Start Date	: As soon as possible
Closing Date	: 13th November, 2018

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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:

Working under the direct supervision of the Migration Health Officer, the incumbent will work within the Migration Health Assessment Centre and together with other clinical staff perform tasks related to Immigration medical examination. The incumbent will:

Core Functions / Responsibilities:

1. Assist Migration Health Physicians in various duties related to Migration Health Assessments. This includes but not limited to: logistic preparation of medical examinations, procedures for quality control and quality assurance, handling of medical files, collection of bio-data and medical history, taking anthropometric measurements, identity check and ensuring confidentiality of medical information throughout the process.
2. Assist to administer vaccines, conduct pre-departure treatment and prophylaxis as required, as well as pre-embarkation assessments for "fitness for travel" and complete relevant records and reports as needed.
3. Interview female applicants with possible pregnancy. Perform rapid tests for pregnancy and register the results.
4. Liaise with the laboratory staff and receive laboratory results, record and/ or attached the laboratory results in the appropriate medical forms and electronic medical platforms.
5. Assist with registration, data entry and printing out of certificates and other medical documents as well as issuance of certificates.
6. Collect statistical information in a requested format and submit to the supervisor.
7. Assist with monitoring and coordinating procurement medical supplies.
8. Any other duties assigned by the supervisor.

Required Qualifications and Experience

- Minimum a Diploma in Clinical Nursing from an accredited academic institution;
- Minimum four years (two years for Bachelor's Degree holders) of continuous practice post-graduation, registered to practice in Nigeria and with a valid registration license.
- Good computer literacy;

- Flexible work schedule and be ready to be engaged on short notice.
- Proven ability to establish and maintain strong working relations with relevant Government counterparts, international organizations and private sector entities.
- Previous work experience in international organizations and companies would be an advantage preferably within the United Nations or within the international humanitarian sector.
- Proactive; Independent Worker; A great team player; Fast Learner; IT Literate; Interpersonal Skills; Administrative & Time Management Skills, Ability to work under tight schedules

Languages

Fluency in **English** and Native Language; Fluency in all languages advantageous;

Required Competencies

Behavioural

- The incumbent is expected to demonstrate the following competencies:
- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Male nurses with the above qualifications are encouraged to apply.

How to apply:

Interested candidates are invited to submit their applications via email to **HRNIGERIA@iom.int** indicating position applied on subject line by **Tuesday 13th November 2018**.

In order for the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)** and with a subject line **CFCV2018/124 Abuja. ON-CALL Nurse (MHAC)**

All applications should include a functional email address, mobile numbers and detailed curriculum vitae (CV).

Please note that this position is open only to Nigerian National applicants and only shortlisted candidates will be contacted.

Posting period:

From 06.11.2018 to 13.11.2018