

**SHORT VACANCY NOTICE**

**Open to Internal and External Candidates**

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| Position             | : <b>Nursing Assistant</b>   |
| Organizational Unit  | : <b>Migration Health Division</b>                                       |
| Duty Station         | : <b>Benin City</b>  |
| IOM Classification   | : <b>G3</b>  |
| Type of Appointment  | : <b>Special Short-Term (SST) 6 months with possibility of extension</b> |
| SVN No.              | : <b>SVN2022.161</b>   |
| Estimated Start Date | : <b>As soon as possible</b>   |
| Closing Date         | : <b>11 December 2022</b>  |

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 work environment. Read more about diversity and inclusion at IOM at [www.iom.int/diversity](http://www.iom.int/diversity). Applications are welcome from first- and second-tier candidates, particularly qualified female candidates. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

**Context:**

Under the overall supervision of the Migration Health Officer (MHO) and the direct supervision of the Senior Migration Health Nurse, the successful candidate will be responsible for the following duties and responsibilities in relation to the Migration Health Assessment Centre (MHAC) in Benin City, Nigeria.

**Core Functions / Responsibilities:**

- Provide general assistance with the daily nursing activities in the Migration Health Assessment Clinic (MHAC) to fulfil the technical requirements of the resettlement countries in the areas of:
  - i. Medical examinations;
    - i. Such as checking vital signs, weight, height, visual acuity; and,
    - ii. Blood, urine or sputum collection as required.
    - iii. Assisting as Chaperone and medical Counselling
  - ii. Support in TB management; Directly Observed Treatment Short Course (DOTS);
  - iii. Support Infection prevention and control mechanisms;
  - iv. Support pre-departure procedures and medical movements;
  - v. Support documentation, certification and information transmission;
  - vi. Transport of samples to the laboratory in a proper and safe manner;
  - vii. Liaise with the laboratory, receive results and reports in a timely manner; and,
  - viii. Other technical areas as may be required.
- Provide support and general information to the migrants and/or refugees in relation to:
  - i. The migration health assessment, specially focusing on Chest Xray, Immunization and sputum testing for those requiring it; and,
  - ii. Treatments and referrals.
- Support Nurses with proper identification and follow up by:
  - i. Comprehensive history taking;
  - ii. Accurate and thorough Biodata collection;
  - iii. Ensuring ID verification for each step of the health assessment process; and,

- iv. Keeping a register of applicants who undergo health investigations and testing.
- Follow the Health Assessment Programmes' check lists and Standard Operating Procedures (SOP's) and maintain standard universal precautions within MHAC.
- Assist Nurses in medical emergency management as well as with chronic case management and related procedures. Arrange for specialist consultations and ensure receipt of specialist reports as assigned.
- Support proper and accurate record keeping of applicants throughout the migration health assessment process, including uploading medical reports on the required databases.
- Perform national 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).
- Assist the team with checking medical invoices.
- Prepare list of medical drugs and supplies for ordering as requested by the Migration Health Physician or Migration Health Nurse, assist in inventory taking, confirm and receive ordered drugs and supplies; all in close coordination with the administrative and finance teams.
- Perform other duties as may be assigned.

***Required Qualifications and Experience***

***Education***

- Diploma in Nursing, with at least three years of relevant work experience; or,
- Desirable: Bachelor's degree in Nursing from accredited institution with one-year relevant work experience required.

***Experience***

- Training or working experience in the areas of Tuberculosis management, immunizations, mental health, communicable diseases, laboratory testing or public health is an advantage
- Experience in working in an international organization.
- Experience in working in a fast-paced environment.
- Experience in dealing with UN policies, procedures and operations is desirable.
- Demonstrated ability to maintain confidentiality is mandatory.
- Ability to work under time constraints and deadlines in challenging settings.

***Skills***

- Computer literacy required: MS Office suite (Word, Excel, Access)
- Good knowledge of clinical care especially in the Primary or secondary Health Care settings.
- Good communication skills and proven ability in working in a team.
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***Languages***

English Language is required (Oral and Written)

***Desirable***

Working knowledge of the local language

***Required Competencies:***

***Behavioural***

The incumbent is expected to demonstrate the following competencies:

## Values

- 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 – behavioural indicators *level 1*

- 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

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

Appointment will be subject to certification that the candidate is medically fit for appointment, confirmation of all documents, and security clearances.

The appointment is subject to funding confirmation.

Women 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 **Sunday, 11 December 2022** and fill this link: <https://forms.office.com/e/P6tSJ3BdbM>

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 **SVN2022.161 Benin City. Nursing Assistant**

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 28.11.2022 to 11.12.2022**

## **No Fees:**

**IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.**