



## VACANCY NOTICE- EXTENSION

**Open to Internal and External Candidates Only**

Position Title	: <b>Migration Health Nurse (2 Positions)</b>
Duty Station	: <b>IOM Kigali, Rwanda</b>
Classification	: <b>General Service Staff, Grade G5 (UN salary Scale for GS staff)</b>
Type of Appointment	: <b>One Year fixed term, Twelve (12) months with possibility of extension</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>09.09.2023</b>
Reference Code	: <b>VN2023/12 - RW</b>

*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. Applications from qualified female candidates are especially encouraged. 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), the general supervision of the Chief Medical Officer and the direct supervision of Senior Migration health Nurse, the candidate will be responsible for the following duties and responsibilities in relation to the Migration Health Assessment Centre (MHAC) in Kigali, Rwanda.

**Core Functions / Responsibilities:**

1. Perform daily nursing activities in the Migration Health Assessment Clinic (MHAC) to fulfil the technical requirements of the resettlement countries in the areas of:
  - a. Medical examinations,
    - i. Such as checking vital signs, weight, height, visual acuity;
    - ii. Blood, urine or sputum collection as required;
  - b. Imaging;
  - c. Laboratory testing;
  - d. Vaccinations;
  - e. TB management;
  - f. Treatment and referrals;
  - g. Pre-departure procedures and medical movements;
  - h. Documentation, certification and information transmission; and,
  - i. Other technical areas as may be required.
2. Provide information and detailed explanations to the migrants and/or refugees in relation to:
  - The migration health assessment process; and,
  - Treatments and referrals.
3. Ensure proper identification and follow-up by:
  - Comprehensive history taking;
  - Accurate and thorough Biodata collection;
  - Ensuring ID verification for each step of the health assessment process; and,
  - Keeping a register of applicants who undergo health investigations and testing.
4. Follow and implement the Health Assessment Programme's check lists and SOP's and maintain standard universal precautions within MHAC.
5. Verify samples of sputum, blood or others are properly transported to the laboratory or previously designated location.
6. Maintain and monitor the MHAC pharmacy, stock, medical kits and emergency kits within the MHAC and for medical escorts if applicable.

7. Provide pre and/or post counselling to migrants or refugees on TB or HIV education, prevention, and management as appropriate.
8. Prepare administrative reports and program updates as necessary.
9. Support the planning and execution of mobile missions if applicable.
10. Assist with pre-departure documents, briefings and preparations as necessary.
11. Perform 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).
12. 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.
13. Collect statistical information and share with the Senior Migration Health Nurse or CMHO as per preset and agreed upon format.
14. Perform other duties as may be assigned.

### ***Required Qualifications and Experience***

#### **Education**

- Bachelor's degree or Diploma in Nursing from an accredited academic institution in Nursing in countries where the Diploma allows to fulfil the full scope of responsibilities defined in PDs.
- A valid license to practice nursing in the country of duty station.

#### **Experience**

- For Bachelor's Degree holder a minimum of three years of relevant clinical experience and for Diploma holder a minimum of five years of relevant clinical 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.
- Knowledge of and experience in clinical nursing.
- Excellent bedside manner.
- Knowledge of principles of preventive care and disease control.
- Knowledge of and experience in implementation of patient safety and infection prevention and control.
- Computer literacy required: MS Office suite (Word, Excel, Access)

## **Skills**

- Organizational skills
- Communication skill

## **Languages**

- Fluency in English and Kinyarwanda is required (oral and written).
- Working knowledge of French and Swahili is an advantage.

## ***Required Competencies***

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

**Values** - all IOM staff members must abide by and demonstrate these three 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**

- Teamwork: Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work.
- Delivering results: Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations.
- Managing and sharing knowledge: Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
- Accountability: Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
- Communication: Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.

## ***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.

This application is open to all Rwandese citizen and any other foreign national as long as such an applicant has a right of residence and right to work in Rwanda at the time of application (IOM will not be responsible in securing such Visas or authorisations from the Government of Rwanda, any applicant of foreign nationality must provide authentic certification from Government of Rwanda in regard to right of residency and right to work in Rwanda at the time of application).

***How to apply:***

Interested candidates are invited to submit their applications to [iomrwandarecruitment@iom.int](mailto:iomrwandarecruitment@iom.int).

**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 CV and an application letter (not more than one page)

Only shortlisted candidates will be contacted.

***Posting period:***

1 week- until 09 September 2023

**Do not need to re-submit application/CV who has already applied.**