

GENERIC POST DESCRIPTION

SECTION 1

Position Information

VN	IOM/KSU/004/2024
Position Title	Nurse Assistant- I Position
Position Grade	G-4
Duty Station	Kasulu/Makere, Tanzania United Republic Of
Duration	1 Year Fixed-Term Contract with possibility of extension
Position Number	20047915
Job Family	Migration Health
Organizational Unit	I0004599
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	N/A
Reports directly to	Migration Health Nurse Officer
Overall Supervised by	Chief of Mission

SECTION 2

Organizational Context and Scope

Under the overall supervision of the Chief Migration Health Officer (CMHO) and the direct supervision of the Migration Health Nurse Officer, 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 Kasulu/Makere, Tanzania

SECTION 3

Responsibilities and Accountabilities

1. 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:
 - a) Medical examinations;
 - i. Such as checking vital signs, weight, height, visual acuity; and,
 - ii. Blood, urine, or sputum collection as required.
 - b) Support in TB management; Directly Observed Treatment Short Course (DOTS);
 - c) Support Infection prevention and control mechanisms;
 - d) Support pre-departure procedures and medical movements;
 - e) Support documentation, certification, and information transmission;
 - f) Transport of samples to the laboratory in a proper and safe manner;
 - g) Liaise with the laboratory, receive results and reports in a timely manner; and,
 - h) Other technical areas as may be required.
2. Provide support and general information to the migrants and/or refugees in relation to:
 - a) The migration health assessment, specially focusing on Chest Xray, Immunization and sputum testing for those requiring it; and,
 - b) Treatments and referrals.
3. Support Nurses with proper identification and follow up by:
 - a) Comprehensive history taking;
 - b) Accurate and thorough Biodata collection;
 - c) Ensuring ID verification for each step of the health assessment process; and,
 - d) Keeping a register of applicants who undergo health investigations and testing.
4. Follow the Health Assessment Programmes check lists and Standard Operating Procedures (SOP's) and maintain standard universal precautions within MHAC.
5. 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.
6. Support proper and accurate record keeping of applicants throughout the migration health assessment process, including uploading medical reports on the required databases.
7. 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).
8. Assist the team with checking medical invoices.
9. 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.
10. Perform other duties as may be assigned.

SECTION 4

Required Qualifications and Experience

EDUCATION

- Certificate or High School diploma and four years of relevant work experience; or
- Intermediate degree in Nursing, with at least two years of relevant work experience.

EXPERIENCE

- Training or working experience in the areas of Tuberculosis management, mass immunizations, communicable diseases, laboratory testing or public health is an advantage; and,

SKILLS

- Computer literacy required: MS Office suite (Word, Excel, Access)

SECTION 5

Languages

REQUIRED

For all applicants, fluency in English and Kiswahili is required (oral and written).

DESIRABLE

Working knowledge of French and/or Spanish is an advantage.

SECTION 6

Competencies¹

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

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

Integrity and transparency: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

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Professionalism: Demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected, and fairly treated.

CORE COMPETENCIES - Behavioral indicators – Level I

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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring, and motivational way.

OTHER:

The UN system in Tanzania provides a work environment that reflects the values of gender equality, teamwork, diversity, integrity, a healthy balance of work and life and equal opportunities for all, including persons with disability.

Female candidates and qualified persons with disabilities are encouraged to apply for UN vacancies and are protected from discrimination during all stages of employment.

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.

HOW TO APPLY:

Interested candidates should fill in the PH form, submit CV's and cover letter indicating Vacancy Number with 3 professional references and contacts to email address:

tzvacancy@iom.int

The vacancy is open for both internal and External candidates Tanzanian national only.

Only e-mail applications will be considered.

For further information, please refer to: <https://tanzania.iom.int/careers>

Posting period: From 12th January 2024 – 25th January 2024