



IOM International Organization for Migration
سازمان بین المللی مهاجرت
د مهاجرت نړیوال سازمان

VACANCY NOTICE

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Title: Migration health Nurse
Location: Kabul, Afghanistan
Duration: Four Months (non-extendable)
Vacancy No VN-KBL-110/17
Grade: UG
No. Position: 1
Gender: Only Female
Contract Type: Out-Sourced through private sector
Date: 15 Oct 2017
Closing Date 28 Oct 2017

I: ORGANIZATIONAL CONTEXT AND SCOPE:

IOM's vision to Migrants Health Department is "Migrants and mobile populations benefit from an improved standard of physical, mental and social wellbeing, which enables them to substantially contribute towards the social and economic development of their home communities and host societies".

Based on this vision, IOM Afghanistan provides medical health assessment for immigration and returnees since 2002 under the Arrival Voluntary Returnee and Reintegration (AVRR) Program. In 2013, the AVRR program was restructured and renamed to Return, Reintegration and Resettlement (RRR), and it was decided to expand the medical health assessment section to a separate unit referred to as Migration Health Assessment Centre (MHAC) under global Migration Health Department (MHD).

MHAC continued to grow and established medical health assessments and currently provides health assessment services to a variety of countries namely, United Kingdom (UK), Australia, Canada and New Zealand. In addition, MHAC provides medical services to returnees from Sweden, Norway, UK and other European Countries under the RRR program.

II: RESPONSIBILITIES AND ACCOUNTABILITIES:

1. Support the IOM medical officer and migration health physician with the management of the Afghan Migrant Health Assessment Program;
2. Assist the migration health physician during all stages of the physical examinations process and related documentation and reporting.
3. Perform laboratory tests such as urinalysis by rapid test kit.

IOM Kabul

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4. Perform HIV pre-test counseling to visa applicants.
5. Perform vaccinations.
6. To be present during chest X-Ray and blood testing of the applicants.
7. Collect the applicants sputum smears upon physician request.
8. Liaison with hospitals and laboratories involved in health assessment program;
9. Support the medical officer in providing technical assistance to, and oversight, monitoring and quality assurance of IOM migration health assessment activities in Afghanistan, including standardization of all aspects of the medical examination and documentation processes; medical treatment programmes and immunization programmes.
- 10- Perform any other task as assigned by the MHD officer and Program Manager

III: COMPETENCIES:

The incumbent is expected to demonstrate the following technical and behavioral competencies

Behavioural:

Accountability:

- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Takes responsibility for meeting commitments and for any shortcomings
- Monitors own work to correct errors
- Accepts and gives constructive criticism
- Creates a respectful office environment free of harassment and retaliation
- Promotes the prevention of sexual exploitation and abuse (PSEA)

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and Monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments and setbacks

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

Leadership and Negotiation

- convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- presents goals as shared interests
- Articulates vision to motivate colleagues and follows through with commitments

Performance Management

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations Staff Evaluation System (SES) HRM/SES GC/LM – SES Competencies and indicators, Band III

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Identifies risks and makes contingency plans
- Organizes and documents work for planned and unplanned handovers
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

Professionalism

- Knowledgeable about and promotes core IOM mandate and migration solutions
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others

- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technological Awareness

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

Resource Mobilization

- Establishes realistic resource requirements to meet IOM needs
- Builds stable strategic alliances with relevant parties
- Identifies sources of and secures funding from external stakeholders to meet the needs of IOM

Migration Health

- Maintains confidentiality and discretion in appropriate areas of work
- Effectively applies knowledge of health issues in execution of responsibilities at appropriate level

Technical:

- Effectively applies knowledge of health in execution of responsibilities at appropriate level
- Maintains confidentiality and discretion in appropriate areas of work

IV: EDUCATION AND EXPERIENCE:

1. Nursing degree, preferably med level documents from Recognized University, female is required.
2. 3 years' work experience at a recognized hospital , preferable in similar position
3. Good communication skill and team work capacity.
4. Good computer knowledge especially Data base.
5. Self-motivated and be punctual
6. Fluent English language.
7. Computer knowledge especially MS Access.

V: LANGUAGES:

Required

- Thorough knowledge of English and computer skills. Highly desired; proven good communication (including writing) skills.

ADVANTAGEOUS:
Pashto/Dari

Method of Application:

Interested applicants are invited to send curriculum vitae by the following e-mail address: career.ctg@gmail.com, applications4@iom.int and by **28 October 2017** latest, referring to this advertisement quoting the above vacancy notice number. Candidates holding IOM contract should submit the internal application form. Sending curriculum vitae to both e-mail addresses are mandatory, applicants who failed to do so will not be considered.

Note: We do not accept hard copies.