



Reference Number : **VN2023-011**
Position Title : **Nurse Assistant – 2 positions**
Duty Station : **Accra, Ghana**
Classification : **G-3**
Type of Appointment : **One Year Fixed Term, with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **10 May 2023**

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.

Context:

Under the overall supervision of the Chief Migration Health Officer (CMHO) and direct supervision of the Senior Nurse - Migration Health, the successful candidate will be responsible for carrying-out of the following duties and responsibilities in relation to the Migration Health Assessment Centre (MHAC) in Accra, Ghana.

Core Functions / Responsibilities:

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 Bio-data 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.

Required Qualifications and Experience:

Education

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

Experience

- Training or working experience in the areas of Tuberculosis management, mass immunizations, communicable diseases, laboratory testing or public health is an advantage; and,
- Computer literacy required: MS Office suite (Word, Excel, Access).

Languages

For this position, fluency in English is required (oral and written). Working knowledge of French is an advantage.

Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Required Competencies:

The successful candidate 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 – behavioural indicators

- 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.

IOM's competency framework can be found at this link:

[https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.p df](https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf)

Competencies will be assessed during a competency-based interview.

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.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

Vacancies close at 23:59 local time Accra, Ghana on the respective closing date. No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications directly to accravacancies@iom.int by **10 May 2023** at the latest, specifying the vacancy reference number **VN2023-011** and **candidate's full name** in the subject line.

Only shortlisted candidates will be contacted.

Posting period:

From 27.04.2023 to 10.05.2023

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.