



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Nurse** according to the Terms of Reference below. Interested applicants are invited to apply by **22.04.2019** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Reference Code:	SVN-36/2019/S - BD1	Position Title:	Nurse
Duty Station:	Sylhet, Bangladesh	Estimated Starting Date:	As soon as possible
Classification:	G-4/01 (UN Salary Scale)	Type of Appointment:	Special Short Term (Initially 3 Months with possibility of extension)
Division/Unit:	Migration Health Division		

General Functions:

Under and the direct supervision of Head of Sub Office and overall supervision of the Chief Migration Health Officer (CMHO), the successful candidate will be responsible for assistance in quality implementation of migration health assessment programme through activities, related to nursing, laboratory testing, administration of treatment and prevention, and data entering in Sylhet Sub-Office. In particular, she/he will:

1. Perform daily nursing tasks in the Migration Health Assessment Clinic (MHAC) to support the technical requirements of the resettlement countries in the areas of:
 - Medical examinations,
 - i. Such as checking vital signs, weight, height, visual acuity;
 - ii. Blood, urine or sputum collection as required
 - Imaging;
 - Laboratory testing;
 - Vaccinations;
 - TB management;
 - Treatment and referrals;
 - Documentation, certification and information transmission;
 - Other technical areas as may be required.
2. Provide support and guidance to the migrants by ensuring that:
 - The migration health assessment process is explained and understood;
 - Treatments and referrals are explained and understood
3. Ensure proper identification and follow up by:
 - Comprehensive history taking;
 - Accurate and thorough Bio-data collection;
 - Ensuring ID verification for each step of the health assessment process;
 - Keeping a register of applicants who undergo health investigations and testing;
4. Follow and implement the Health Assessment Programmes' check lists and SOP's and maintain standard universal precautions within MHAC;
5. Ensure that samples of sputum, blood or others are transported to the laboratory or previously designated location properly;
6. Maintain and monitor the MHAC vaccine stock, medical kits and emergency kits within the MHAC and for medical escorts if applicable;

IOM is an equal opportunity employer and women are encouraged to apply.
IOM Offices and vehicles have smoke-free work environment.

7. Provide pre and/or post counselling to migrants or refugees on TB or HIV education, prevention and management as appropriate;
8. Maintain collaborative relationships with various partners for relevant information sharing. Partners include internal IOM departments, other health providers, panel physicians, embassies other UN agencies or NGO's and others as applicable;
9. Provide TB treatment under Directly Observed Treatment Short Course (DOTS) as per referral and guidance by the panel physician.
10. Perform other duties as may be assigned.

Education, Experience and Skills:

- Diploma in Nursing from an accredited academic institution.
- At least two (2) years' experience in relevant field.
- Previous experience in international organization is an advantage.

Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code **SVN-36/2019/S-BD1; Nurse** in the subject line to: DhakaJobs@iom.int; with the following documents:

(i) *Application Letter/Cover Letter*

(ii) *Curriculum Vitae*

(iii) *Personal History Form (PHF) which can be downloaded from the IOM Dhaka website:*

<https://bangladesh.iom.int>

(iv) *Scan copy of Photo*

APPLICATION WITHOUT PROPER REFERENCE CODE MENTIONED ABOVE WILL BE DISREGARDED

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.

Any attempt for persuasion will be considered as a disqualification

ONLY SHORT-LISTED CANDIDATES WILL BE CALLED FOR ASSESSMENT

Note for internal candidates:

with refer to IN233 and Clause 7.5 of IOM Recruitment Policy:

Staff members selected for a VN/SVN in his or her same category at one grade higher than his or her personal grade shall be appointed at the advertised grade. A staff member selected for a VN/SVN to a position which is two grades higher than the staff member's current grade, will be appointed at the interim grade, and six months later at the higher grade.