

United Nations International Residual Mechanism for Criminal Tribunals

TEMPORARY JOB OPENING

Medical Officer, P-3 (Duration Initially for 3 months with possibility of extension)

DEADLINE FOR APPLICATIONS	:	09 June 2020
DATE OF ISSUANCE	:	03 June 2020
OFFICE	:	Registry / Human Resources Section
LOCATION	:	Arusha
JOB OPENING NUMBER	:	2020/TJO/IRMCT/REG/HRS/MED/146-P

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Organizational setting and Reporting:

The post is located in the Medical Unit, Registry of the International Residual Mechanism for Criminal Tribunals (IRMCT), Arusha Branch. The incumbent will work under the direct supervision of the Chief Medical Officer.

Responsibilities:

The incumbent will perform the following duties:

- Undertakes day-to-day clinical duties, e.g. walk-in clinic, emergencies .
- Coordinates clinical operations of the isolation facility during the COVID-19 pandemic.
- Follows- up and tracking the positive cases and direct contacts.
- Undertake day-to-day occupational health duties: pre-placement and periodic medical examinations, prepare UN staff for travelling providing immunizations, malaria prophylaxis, travel kits, etc.
- Refers staff to outside specialists as necessary.
- Follows-up with outside specialists.
- Provides health education and health promotion programs.
- Organizes/Participates in addressing work environment and occupational health issues.

Medico Administrative Duties:

- Advises Administration on medical standards for recruitment, sick leave, and medical evacuations/repatriations as per United Nations policies and guidelines.
- Participates in drafting and implementation of business continuity and crises preparedness plans for the duty station/mission.
- Manages/Supports day-to-day operations.
- Deputizes for the Chief Medical Officer during his absence, when applicable.

Supervisory Administration:

- Supervises the IRMCT nurses; ensures availability of drugs and medical supplies and proper functioning of medical equipment.
- Ensures appropriate training programs are implemented in order to maintain and develop the medical capabilities (e.g. health education, HIV/AIDS prevention, first aid and CPR).

General:

- Performs other related duties as required.

Core Competencies:

- **Professionalism** – Knowledge of clinical, occupational and tropical/travel medicine. Formal training in CPR and, preferably in BCLS and ACLS or equivalent emergency medical care. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
 - **Communication** – Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.
 - **Client Orientation** – Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors on-going developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
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- **Judgement/Decision-making** – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organisation; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

QUALIFICATIONS

Education:

Doctor of Medicine (MD) or equivalent in medicine, including residency/internship in one of the medical specialities, preferably internal medicine or family medicine with current registration in country of origin or practice. Additional qualifications and experience in occupational medicine or public health is highly desirable.

Experience:

Minimum of five (5) years of progressively responsible clinical experience in one of the areas of medicine. UN field experience is desirable. Previous experience in emergency and/or infectious diseases is highly desirable. Knowledge of the Tanzanian health care system is an asset.

Language:

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Knowledge of French and/or Kinyarwanda is desirable. Knowledge of Swahili is an advantage.

HOW TO APPLY:

- 1) Internal staff at the P-2 or P-3 level who meet the requirements are eligible to apply.
- 2) Interested candidates must complete the UN Personal History Profile (PHP) form obtainable via personal Inspira accounts (in PDF format) or the IRMCT website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's (for internal candidates) ELECTRONICALLY AS ONE DOCUMENT to the recruitmentR@un.org in-box. Please indicate the job opening number in the subject line.
- 3) Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and recommend a candidate for the position.
- 4) Please note that only candidates under serious consideration will be notified of the final decision.

NOTE FOR PREVIOUSLY ROSTERED CANDIDATES

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the IRMCT website (www.irmct.org) or from your personal Inspira account and forward electronically to the recruitmentR@un.org in-box. Please indicate the job opening number in the subject line.
- 2) Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and recommend a staff member for the position.

SPECIAL NOTICE:

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

The appointment is limited to the IRMCT. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. IRMCT is a smoke free environment.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED. ONLY THE SELECTED CANDIDATE WILL BE NOTIFIED OF THE OUTCOME.
