

United Nations International Residual Mechanism for Criminal Tribunals

Temporary Job Opening

Nurse, G-5 (duration until 31 December 2019)

DEADLINE FOR APPLICATIONS	:	20 November 2019
DATE OF ISSUANCE	:	14 November 2019
ORGANIZATIONAL UNIT	:	Registry/Administration Division
LOCATION	:	Arusha
JOB OPENING NUMBER	:	2019/TJO/IRMCT/ADM/090-GS

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

Organizational Setting and Reporting:

This position is located in the Administration Division of the International Residual Mechanism for Criminal Tribunals (IRMCT), Arusha branch. Under the supervision of the Medical Officer, the incumbent will be responsible for supporting the work of the IRMCT and United Nations Detention Facility (UNDF) clinics.

Responsibilities:

The Nurse will perform the following duties:

- Responds to emergency calls and assist the Medical Officer in providing adequate care; ensures effective liaison between patient and private doctor, paramedics, family members, and colleagues as appropriate; documents case findings.
- Performs clinical assessment of patients visiting the walk-in clinic; provides care/advice accordingly or facilitates referrals to the UN Medical Officers or to an outside physician, as indicated.
- Ensures preparedness of staff travelling on mission or reassignments, including administration of appropriate vaccine, instruction on malaria prophylaxis and other travel related ailments. Instruct and
- With consultation of the Medical Officer, prepare a list of medications and vaccines according to the needs of the Medical Unit;
- Ensures the proper storage of drugs and vaccines.
- Assist the Medical Officer in maintaining records of medical supplies and equipment of the IRMCT and UNDF clinics;
- Assist the Medical Officer in preparing quarterly statistical reports;
- Dispense drugs according to the orders of the Medical Officer and other consultants;
- Performs other medical and administrative duties considered necessary by the Medical Officer.

Core Competencies:

- **Professionalism** – 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.
- **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 audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork** – Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **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.

QUALIFICATIONS

Education: Professional Nursing qualification from an accredited school of Nursing is required. National registration and Nursing license are required.

United Nations International Residual Mechanism for Criminal Tribunals

Work Experience: Minimum of five (5) years of experience in Nursing is required. Experience working within the United Nations common system or International Organization is highly desirable.

Languages: English and French are the working languages of the IRMCT. For the post advertised, fluency in oral and written English is required. Knowledge of French and/or Kinyarwanda is desirable. Knowledge of Swahili is highly desirable.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-4 and G-5 levels are eligible to apply.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspirations 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 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. Please note that only short listed candidate(s) will be informed of the outcome.
- 4) Applicants may have to sit the United Nations Global General Services Test (GGST) as per information circular ICTY/IC/2004/49 of 2 September 2004.

NOTE FOR EXTERNAL CANDIDATES:

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the IRMCT website (www.unmict.org) and forward electronically along with a cover letter 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 candidate for the position. Please note that only short listed candidate(s) will be informed of the outcome.
- 3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per information circular ICTY/IC/2004/49 of 2 September 2004. Candidates who have passed the GGST or ASAT must provide evidence when submitting their application.
- 4) The appointment of the successful candidate will be on a local basis.

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.

<p>Special Notice: Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointment against this post is on a local basis.</p>
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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.