

United Nations Mechanism for International Criminal Tribunals

TEMPORARY JOB OPENING (Duration until 31 December 2023)

Medical Officer, P-4

DEADLINE FOR APPLICATIONS	:	23 May 2023
DATE OF ISSUANCE	:	10 May 2023
OFFICE	:	Registry/ Human Resources Section
LOCATION	:	Arusha, Tanzania
JOB OPENING NUMBER	:	23-MED-RMT-208817-J-ARUSHA

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

Organizational setting and Reporting:

This position is located in the Registry of the United Nations Mechanism for International Criminal Tribunals ("Mechanism"), the Arusha Branch. Duties may also include travel to the sub-office in Kigali, Rwanda and coordination activities with The Hague Branch of the Mechanism. The incumbent will work under the direct supervision of the Chief, Human Resources Section.

Responsibilities:

Summary of key functions:

- Clinical Duties
- Medical Administrative Duties
- Supervisory Administration
- Coordination of UN Cares activities
- Emergency medical response
- Duties may also include travel to the sub-office in Kigali, Rwanda

Clinical Duties:

- Attend the United Nations Clinic on a full time basis.
- Treat persons detained under the authority of the Mechanism and witnesses of the Mechanism, when required.
- Respond to acute emergencies in line with international protocols such as advanced trauma life support management and advanced cardiac life support or Pre Hospital Trauma life support.
- Be able to do triage and primary stabilization.
- Undertake day-to-day clinical duties, e.g. walk-in clinic, pre-placement and periodic medical examinations and immunizations.
- Provide health education.
- Participate in addressing work environment and occupational health issues.
- Undertake medical examinations for international and local staff and dependents.
- Undertake medical examination of witnesses and detainees under the responsibility of the IRMCT.
- Diagnose and recommend treatment to all staff visiting the Clinic on a daily basis.
- Be on call during and outside office hours to observe and treat emergencies in the IRMCT Clinic. Undertake house calls when required.
- Responsible for entry and periodic medical examinations for United Nations staff members who choose to use the IRMCT Clinic for their examinations.

Medico Administrative Duties:

- Liaise with other dispensaries, host-nation medical facilities and medical facilities abroad to coordinate medical evacuations.
 - Follow the United Nations established policies and procedures regarding medical clearances, sick leave and medical evacuations.
 - Recommend medical evacuation when required and facilitate medical evacuations authorized by the UN Medical Director of IRMCT staff and their dependents in consultations with the Registry Officer-in-Charge for further investigation and major treatment.
 - Responsible for all paper work and reporting procedures for medical evacuations in line with UN Rules and procedures.
 - Ensure proper follow up on all cases.
 - Responsible for establishing good relations with reliable hospitals, private medical facilities and blood banks and local physician, including UNEP if available.
 - Keep constant contact with the United Nations Designated Examining Physicians to facilitate their availability as and when required.
 - Ensure that proper medical records are kept in a strictly confidential manner.
 - Maintain emergency medical supplies and equipment to be used in case of emergency situation.
 - Replenish first aid kits and other essential medical supplies kept in other duty stations within the country, if any.
 - Recommend procurement of vaccines, medical supplies and equipment, and ensure that inventory is kept up-to-date.
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- Maintain medical records of all IRMCT personnel and advise health precautionary steps to new staff members; already include above.
- Prepare and send periodic (quarterly) reports of functions, visits, medical evacuations and treatments at the Clinic to the United Nations Medical Service.
- Advise on health precautionary steps to be undertaken at the duty station, and perform any other duties as considered necessary by the United Nations Medical Director and/or the Registry Officer-in-Charge.

Supervisory Administration:

- Supervise, distribute work to the nurse (s) and other staff of the IRMCT Clinic.
- Manage day-to-day IRMCT medical support operations by ensuring availability of supplies and proper functioning of medical equipment.
- Ensure that 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).
- Responsible for regular reporting on IRMCT clinic activities, medical facilities available locally and other statistical information as may be required.
- Responsible for the supervision and distribution of work for the nurse(s) and other staff of the IRMCT Clinic.

Coordination of UN Cares Activities:

- Planning and organization of training of focal points and peer educators.
- Arranging the dissemination of UN policies on HIV/AIDS.
- Conducting an education and information campaign.

Core Competencies:

- **Professionalism** - Knowledge of clinical medicine. Formal training in CPR and, preferably in BCLS and ACLS or equivalent emergency medical care. Ability to work efficiently and independently. Flexible, with the ability to work with limited resources. 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.
- **Accountability** – Takes ownership of all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organisational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **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 ongoing 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.

MANAGERIAL COMPETENCIES

- **Building Trust** – provides an environment in which others can talk and act without fear of repercussion. Manages in a deliberate and predictable way. Operates with transparency; has no hidden agenda. Places confidence in colleagues, staff members and clients. Gives proper credit to others. Follows through on agreed upon actions. Treats sensitive or confidential information appropriately.
- **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:

Advanced University Degree in Medicine (MD), from an accredited University and currently licensed to practice within home country or other national jurisdiction. Valid certification in Advanced Trauma Life support, Advanced Cardiac Life Support OR Pre-hospital trauma life support is desirable. Certification in HIV care OR VCCT is desirable.

Experience:

A minimum of seven (7) years of progressively responsible experience and practice in general medicine of which at least one year should be in Trauma and Emergency care and two years in Internal Medicine is required. Experience in developing countries is desirable. Experience with occupational and tropical/travel medicine is desirable. Previous UN medical system/international medical experience is desirable. Surgical, ICU, aeromedical or anesthetic experience is desirable. Experience in correctional/prison medicine is also desirable.

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Language:

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Working knowledge of French is desirable.

Assessment:

Selection will be based upon comparative analysis of the candidates.

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 International Residual Mechanism for Criminal Tribunals. Appointment of the successful candidate on this position will be limited to the initial funding of the post. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. As the international tribunals are not integrated in the Secretariat, UN Staff Members serve on assignment or secondment from their parent department/office if selected. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Staff Members are expected to move periodically to new functions in accordance with established rules and procedures, and may in this context be reassigned by the Secretary-General throughout the Organization based on the changing needs and mandates.

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.

No Fee:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation or sexual abuse, or crimes other than minor traffic offences, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

HOW TO APPLY:

All applications must be submitted through the UN Inspira portal. The Mechanism is not able to accept applications for this vacancy via email.

Internal applicants may go to <https://inspira.un.org>

External applicants may go to <https://careers.un.org>
