

VACANCY NOTICE

Open to Internal and External Candidates

VN 2019/09 (GS-HCMC)

Position Title: Two Nurses (one full time and one part-time working in the mornings)

Duty Station: HCMC, Viet Nam

Classification: General Service Staff, Grade 4

Type of Appointment: Fixed term, one year with possibility of extension

Estimated Start Date: As soon as possible

Closing Date: November 28, 2019

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. Internal candidates should meet the minimum of time in post requirement of six months or more.

Organizational Context:

Under the general supervision of the Chief Medical Officer and the direct supervision of the Head Nurse the incumbents will assist the health assessment activities in Viet Nam according to organizational and country-specific standards and guidelines. Duties and responsibilities include:

Core Functions And Responsibilities:

- Perform preparatory work for health assessments, including taking measurements, collecting case history, checking blood pressure, heart rate, visual acuity, etc;
- Assist in blood sample collection, specimen collection;

- Assist the Migration Health Physicians during medical examination and follow up with the patients/migrants the prescriptions and recommendations given by the doctors;
- Assist the Migration Health Physicians in the documentation and completion of medical records and entry of data into database;
- Perform collection of specimens for DNA testing;
- Assist in maintaining records for statistical reporting;
- Perform data entry of medical documentation in MiMOSA database;
- Perform pre-departure assessment and treatment for traveling refugees/immigrants;
- Maintain confidentiality of information, collaborative relationship with clients, partners and health professionals;
- Participate in field missions, out-of-duty station and medical escorting of migrants travelling under the auspices of IOM when assigned by the Chief Migration Health Physician, wherever required;
- Comply to rules and procedures to anti-fraud measures and standard practices;
- Maintain a good service-oriented and friendly relationship with IOM clients;
- Any other duties as may be assigned.

Required Qualifications and Experience:

- Vietnamese nationals;
- Graduate of a Nursing School;
- High school degree with 04 years' experience or bachelor's degree with 02 year experience;
- Experience in medical terminology; proficient typing; team work oriented, capacity to work independently, sensitive to gender issues; good communication skills, good organizational skills; Experience in working with international organizations/companies or institutions in a multi-cultural setting will be an advantage; Computer literate, good command of data base applications.
- Strong written and oral proficiency in English and Vietnamese

Languages:

Fluency in English and Vietnamese is required.

Required Competencies:

Behavioural

- ***Accountability***- accept and give constructive criticism, follow all relevant procedures, processes, and policies, meets deadline, cost, and quality requirements for outputs

- **Client Orientation**- identify the immediate and peripheral clients of own work, establish and maintain effective working relationships with clients
- **Continuous Learning**- contribute to colleagues' learning, demonstrate interest in improving relevant skills
- **Communication** – actively share relevant information, clearly communicate, and listen to feedback on, changing priorities and procedures
- **Creativity and Initiative**- proactively develop new ways to resolve problems
- **Leadership and Negotiation** – convince others to share resources, present goals as shared interests
- **Performance Management** – provide constructive feedback to colleagues, provide fair, accurate, timely, and constructive staff evaluations
- **Planning and Organizing** – set clear and achievable goals consistent with agreed priorities for self, and others, identify priority activities and assignments for self and others
- **Professionalism** – master subject matter related to responsibilities, identify issues, opportunities, and risks central to responsibilities
- **Teamwork** – actively contribute to an effective, collegial, and agreeable team Environment, contributes to, and follow team objectives
- **Technological Awareness**- learn about developments in available technology, proactively identifies and advocates for cost-efficient technology solutions

Other

- Appointment will be subject to certification that the candidate is medically fit for appointment, security clearance and verification of residency, visa and authorizations by the concerned Government, where applicable

How To Apply:

All interested candidates should download and complete an IOM Personal History Form from the IOM Viet Nam website at vietnam.iom.int

Completed applications, including IOM Personal History Form, application letter, and copies of diplomas and certificates, recommendation letters, etc. may be delivered to the Sub-Office in Ho Chi Minh City at 1B Pham Ngoc Thach, District 1, or submitted electronically to hcmc@iom.int

In order for an application to be considered valid, IOM only accepts profiles with IOM Personal History Form duly completed.

Applications are non-returnable and only short-listed candidates will be contacted.

Posting Period:

From 13.11.2019 to 28.11.2019

Để tải mẫu **IOM Personal History Form**, xin vui lòng [bấm vào đây](#).

Lưu ý: Để xem được IOM Personal History Form, phải có **Adobe Acrobat Reader**.