



International Organization for Migration (IOM)

The UN Migration Agency

EXT SVN# IOM0124/02

Position Title : **Nurse Assistant**
Duty Station : **Tehran, Iran**
Classification : *General service Staff, Grade G4*
Type of Appointment : *Special short-term graded, six months with possibility of extension*
Estimated Start Date : **As soon as possible**

Closing Date : **May 05th, 2024**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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.

Context:

Under the overall supervision of the Chief of Mission and the direct supervision of Migration Health Physician, the successful candidate will be responsible for the carrying-out the following duties and responsibilities in relation to the Migration Health Assessment Centre (MHAC) in Tehran, Iran.

Core Functions / Responsibilities:

1. Provide general assistance with the daily nursing activities in the Migration Health Assessment Clinic (MHAC) to fulfil the technical requirements of the resettlement countries in the areas of:
 - a) Medical examinations;
 - i. Such as checking vital signs, weight, height, visual acuity; and,
 - ii. Blood, urine or sputum collection as required.
 - b) Support in TB management; Directly Observed Treatment Short Course (DOTS);
 - c) Support Infection prevention and control mechanisms;
 - d) Support pre-departure procedures and medical movements;
 - e) Support documentation, certification and information transmission;
 - f) Transport of samples to the laboratory in a proper and safe manner;
 - g) Liaise with the laboratory, receive results and reports in a timely manner; and,
 - h) Other technical areas as may be required.

2. Provide support and general information to the migrants and/or refugees in relation to:
 - a) The migration health assessment, specially focusing on Chest Xray, Immunization and sputum testing for those requiring it; and,

- b) Treatments and referrals.
3. Support Nurses with proper identification and follow up by:
 - a) Comprehensive history taking;
 - b) Accurate and thorough Biodata collection;
 - c) Ensuring ID verification for each step of the health assessment process; and,
 - d) Keeping a register of applicants who undergo health investigations and testing.
4. Follow the Health Assessment Programmes' check lists and Standard Operating Procedures (SOP's) and maintain standard universal precautions within MHAC.
5. Assist Nurses in medical emergency management as well as with chronic case management and related procedures. Arrange for specialist consultations and ensure receipt of specialist reports as assigned.
6. Support proper and accurate record keeping of applicants throughout the migration health assessment process, including uploading medical reports on the required databases.
7. Perform national medical escort duties when required to ensure migrants receive continued care throughout all phases of migration (before departure, during the journey and at the final destination).
8. Assist the team with checking medical invoices.
9. Prepare list of medical drugs and supplies for ordering as requested by the Migration Health Physician or Migration Health Nurse, assist in inventory taking, confirm and receive ordered drugs and supplies; all in close coordination with the administrative and finance teams.
10. Perform other duties as may be assigned.

Required Qualifications and Experience

Education

- Certificate or High School diploma and four years of relevant work experience; or,
- Intermediate degree in Nursing, with at least two years of relevant work experience.

Experience

- Training or working experience in the areas of Tuberculosis management, mass immunizations, communicable diseases, laboratory testing or public health is an advantage; and,
- Computer literacy required: MS Office suite (Word, Excel, Access)

Skills

- Demonstrated ability to manage multiple work assignments efficiently and effectively.
- Proven ability to accomplish assignments with little supervision.
- Knowledge of vaccine preventable diseases and outbreak response is an added advantage.
- Mature individual, able to work independently, effectively and harmoniously with colleagues from varied cultures and professional backgrounds at all levels.
- Demonstrated ability to maintain accuracy and confidentiality in performing responsibilities.
- Computer literate on Microsoft Word, Excel, and Access.
- Training and experience in Vaccination, TB, STDs, other communicable diseases, and migration health is considered an asset.

Languages

- Fluency, both written and oral, in local language (Persian) and English is required.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- Integrity and transparency: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: Demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected, and fairly treated.

Core Competencies

- Teamwork: Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: Continuously seeks to learn, share knowledge and innovate.
- Accountability: Takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.
- Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

How to apply:

Interested candidates are requested to fill **the Personal History Form** attached and send it together with their **CV** and **cover letter** to the following address:

IOMTehranRecruitment@iom.int no later than **05th May 2024**. Please take note that the vacancy notice number must be referred to in your application/email and/or cover letter in order for an application to be considered valid. Only shortlisted candidates will be contacted.

Posting period:

From 21.04.2024 to 05.05.2024