

VACANCY NOTICE



The International Organization for Migration is seeking qualified Turkish Nationals for the following position.

Vacancy Notice Number:	VN#TR/2019/24
Position Title:	Migration Health Nurse
Classification:	1 Year Fixed Term Contract (G5)
Duty Station:	Istanbul- Turkey
Deadline of Applications:	21 February 2019
Number of Vacant Positions:	2

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. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

General Functions:

Under the overall supervision of Chief Medical Officer IOM Turkey, technical supervision of the Senior Migration Health Nurse, and the direct supervision of the the Migration Health Officer in IOM Migration Health Assessment Centre Ankara, the incumbent should assist in execution of a range of health assessment, immunization, files clearance and storage and follow-up activities on behalf of IOM's beneficiaries in Turkey. In particular he/she will be:

Major Duties and Responsibilities:

1. Assist in coordinating the pre-examination activities of the migration health assessment process, such as obtaining medical history, performing anthropometrics, visual acuity and vital signs measurements, and reporting the same on the web based platforms for each resettlement country.
2. Follow and act on the prescriptions/recommendations given by the doctor, administering the appropriate treatment.
3. Monitoring availability of all necessary medical expendables and supplies as well as keeping of materials and drugs (excluding anti - TB drugs) in order that requires:
 - preparation of the equipment necessary for doctor's examination;
 - checking drugs in the clinic and their expiry dates and making a report on it at the end of each month;
 - preparing/sending information to the Head Nurse about the items necessary for the clinic;
 - preparation and keeping in order medical kits used by medical escorts and staff assisting the pre-departure activities.
4. Performing pre-departure checks and treatment for traveling refugees/migrants and preparing a report about the given treatment according to the country of resettlement requirements. Indicate the activities / treatment given in the web based applications.

5. Prepare service request referral to external service providers, keep records of it and verify the invoices for the services rendered by partner laboratory and radiology providers.
6. Liaise with the external Doctors, the Specialists Consultants for referring cases and receiving the reports and invoices; clear the same through IOM Finance Unit.
7. Participate in field missions across the country, and abroad, as needed, and assist as nurse escort of serious medical cases.
8. Assist in providing counselling on health issues.
9. Maintain confidentiality of information and collaborative relationship with clients, partners and health professionals.
10. Perform any other related duties that may be assigned by the Head of the IOM Clinic.

Required Qualifications and Experience:

Education:

- Diploma of Registered Nurse with a minimum three years of work experience in Clinical Nursing.

Experience:

- Previous work experience with an International NGO or a UN Organization, and in a refugee settlement is an advantage. Experience in Migration Health is a very strong advantage.
- Previous working experience on higher ranked or supervisory position within a medical facility is desired.
- Excellent communication and public relations skills is an advantage.
- Mature individual, able to work independently, effectively and harmoniously with colleagues from varied cultures and professional backgrounds at all levels.
- Capable of working under stressful conditions.
- Demonstrated ability to maintain accuracy and confidentiality in performing responsibilities.
- Training and experience in TB, STDs, other communicable diseases and migration health is considered an asset.
- Computer literate on Microsoft Word, Excel and Access.

Languages:

- **Turkish**-fluent /written and spoken
- **English**-fluent /written and spoken
- Arabic is a strong advantage.

Technical:

- Effectively applies knowledge of health issues in execution of responsibilities at appropriate level
- Maintains confidentiality and discretion in appropriate areas of work

Required Competencies

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

Values

- Inclusion and respect for diversity:
Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
 - Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
 - Promotes the benefits of diversity; values diverse points of view and demonstrate this in daily work and decision making.
 - Challenges prejudice, biases and intolerance in the workplace.
- Integrity and transparency:
Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
 - Delivers on commitments; manages the organization's resources reliably and sustainably.
 - Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
 - Maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour.
 - Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.
- Professionalism:
Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
 - Seeks to raise professional standards in self and others through daily work and activities.
 - Adapts quickly to change and is decisive and versatile in face of uncertainty.
 - Shows self-control and persistence when faced with difficult problems and remains calm in stressful situations.
 - Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Core Competencies – behavioural indicators *level 1*

- Teamwork: Establishes strong relationships with colleagues and partners; relates well to people at all levels.
 - Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
 - Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
 - Coordinates own work with that of the team to meet agreed priorities and deadlines.
- Delivering Results:
 - Produces quality results and provides quality services to clients.
 - Meets goals and timelines for delivery of products or services.
 - Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
 - Shows understanding of own role and responsibilities in relation to expected results.
- Managing and sharing knowledge:
 - Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives.
 - Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
 - Puts new learning into practice and draws on diverse sources of ideas and inspiration.
 - Contributes to the identification of improvements to work processes and assists in implementing them.
- Accountability:

- Accepts personal responsibility for quality and timeliness of work.
- Takes ownership of all responsibilities within own role and honours commitments to others and to the Organization.
- Operates in compliance with organizational regulations and rules.
- Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.
- **Communication:**
 - Presents information using language and sequence of ideas that is easy for recipients to understand.
 - Adapts communication to the recipient's needs, asks questions to clarify, and exhibits interest in having two-way communication.
 - Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.
 - Listens carefully and genuinely to the views and positions of others; acts on received information.

Other:

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

Please be advised that this is a local position and as such only applications from candidates with a valid residence / working permit residing in Turkey will be considered.

How to Apply:

Interested candidates are requested to submit their application including the most recent CV with a cover letter in English with contact details (name, position, phone and e-mail details) of three references by indicating name of the position applied with its VN number in the subject line of the e-mail to iomtrjobs@iom.int or to IOM Birlik Mahallesi Sehit Kurbanı Akboga Sok. No:24 06610, Çankaya, Ankara by the end of **21 February 2019**.

Only shortlisted candidates will be contacted.