



Vacancy Announcement

Vacancy/Reference Number:	VNSA2024/11
Position Title:	Nurse Assistant
Position Grade:	G3 (UN Salary Scale for General Staff)
Duty Station:	Cape Town , South Africa
Appointment Type:	One Year Fixed Term Contract with the possibility of extension
Estimated Start Date:	As soon as possible
Closing Date:	29 February 2024

Context:

Under the overall supervision of the Chief Migration Health Officer (CMHO) and the direct supervision of the Senior Migration Health Nurse, 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 Cape Town, South Africa

Responsibilities and Accountabilities

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

4. Follow the Health Assessment Programmes' check lists and Standard Operating Procedures (SOP's) and maintain standard universal precautions within MHAC.

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.

5. Support proper and accurate record keeping of applicants throughout the migration health assessment process, including uploading medical reports on the required databases.
6. 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).
7. Assist the team with checking medical invoices.
8. 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.
9. 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:

- Intermediate degree in Nursing, with at least three years of relevant work experience; or,
- Desirable: Bachelor's degree in Nursing from accredited institution with one-year relevant work experience required

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)

Languages:

- Fluency in English
- Working knowledge of local languages is desirable.

Skills:

Knowledge of clinical nursing procedures in an outpatient or inpatient set up.

Competencies:

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

VALUES - All IOM staff members must abide by and demonstrate these five values:

- 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.

Additional Notes:

Internals of the Organization will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

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 requirements, and security clearances.

Method of application:

If you are qualified for this position, please email the following to pretoriacvs@iom.int under the REFERENCE: VNSA2024/11 in the subject line of your email:

- a. Letter of motivation
- b. Up-to-date Resume/CV
- c. Copy of ID
- d. IOM Personnel History form which can be downloaded from this website: <https://southafrica.iom.int/vacancy>

When you send your application, please specify the Vacancy reference number i.e. VNSA2024/11 on the subject line of your email. It will be challenging to track your application without the reference code provided. Incomplete applications will be rejected.

Please send your applications by **29 February 2024**. Only shortlisted candidates will be contacted.

ENQUIRIES IN RESPECT TO THE JOB DESCRIPTION AND APPLICATION MAY BE DIRECTED TO THE SAME EMAIL ADDRESS