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| **I. Position Information** | | |
| Job Title: Nurse & Laboratory Technician  Department:  Reports to: ARR/Operations | Grade Level: G7  Bureau: UNDP – São Tomé  Direct Reports: N/A | Position Number: 00004341  Position designation:  with no mobility requirement  Duty Station: São Tomé |
| Career Track: General Service  Career Stream: Programme - Health and HIV  Contract Modality: FTA Local  Contract Duration: 1 year FTA | | |

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| II. Background and Organizational Context |
| The UN Clinic Nurse/Laboratory Technician performs the functions under the immediate supervision of the UN Clinic Physician with regards to technical matters only and the overall supervision of the Assistant Resident Representative/Operations for all administrative matters.    The technical supervision of the physician and the medical personnel in the field as well as the technical performance evaluation will be executed by the Division of Healthcare Management &Occupational ((DHMOSH) and WHO representative as technical advisors at duty station  In order to ensure that UNDP should facilitate external access to its Performance Development and Management system (DHMOSH). |

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| III. Position Purpose |
| .  Quality nursing and laboratory services that contribute to the good physical and mental health of staff are provided.  Accurate analysis and presentation of information, thoroughly researched and fully documented work strengthens the capacity of the UN Clinic at the duty station, and facilitates subsequent action by the supervisor. Incumbent’s own initiative is decisive in results of work and timely finalization. |

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| IV. Key Duties and Accountabilities | |
| In this section list up to five primary functions/accountabilities of the position (Typically one sentence each) and examples of duties that must be performed to successfully accomplish key responsibilities. | |
| 1. **Clinical Technical Duties** | |
| ***Example of Duties:*** | * Attend the UN Clinic on a full time basis; * Assist the UN Clinic Physician in the performance of his duties; * Responds to emergency calls during outside office hours when necessary and   assists Medical Doctors in providing adequate care;   * Perform triage and patient care at the UN Clinic and abroad * Provide nursing care in the UN Clinic and at home * Perform tests and analysis in the UN Clinic and at home * Give first-aid and advice to the staff and their recognized dependents; * Ensures effective liaison between patient and private doctor, paramedics, family members, and colleagues as appropriate; * Performs diagnostic and screening tests such as: ECG, laboratory (blood and urine), and other tests as required; * Performs clinical assessment of patients visiting the walk-in clinic; * Perform medication, injection, dressing, stitching, foreign body extraction and so on as needed; * Facilitates referral to the UN Medical Doctor or to an outside physician, as required; * Ensures preparedness of staff travelling on missions or reassignments, including administration of appropriate vaccine, instructions on malaria prophylaxis and other travel-related ailments; * Instructs on the content and potential uses of the travel kit; * Participate in growth monitoring of children under five as well vaccination programs and primary prevention of health care at the United Nations and Ministry of Health of the country * Participate in the follow-up of pregnant women as per anet-natal and post natal cares * Assists in providing health education and health promotion programs; * Participates in work environment assessment, e.g. office ergonomics, and addresses other occupational health issues; * Assists in providing medical support during evacuation and repatriation; * Advises evacuees on the requirements for evacuation and/or escorts patients if needed; * Assist in arrangements for the deceased; * Designs and implements outreach programs for mission personnel; * Plans and organizes preventive and promotes medical fairs; * Perform medical briefing for incoming staff and conduct first aid training; * Assess needs of clients visiting the walk-in clinic, provides care/advice (e.g., the benefits of preventive medicine etc.) accordingly and facilitates referral to the UN Medical Physician or to an outside physician, as indicated; * Ability to work and manage in endemic and pandemic situations * Assists in maintaining records of patients' medical data including consultations and treatment; * Maintain strict confidentiality with regards to patient’s medical records; patient management and treatment; * Participate in courses and training in the health area * Assist in the management of pharmaceuticals (follow-up of monthly consumption, drugs order etc,) * Performs other related duties as required. |
| 1. **Administrative duties** | |
| ***Example of Duties:*** | * Maintain the UN Clinic in good order and keep the inventory of medical supplies and equipment up-to-date * Have preparedness and response plansm SOPs to ensure timely response for for disaster; * In consultation with the UN medical physician, maintain a 24-hour roster of available specialists for referral and treatment; * Check equipment and supplies on a daily, weekly, monthly and yearly basis and maintain them in working order; * Ensure prevention and control of infections in the clinic and the UN building * Ensures that medical instruments are properly sterilized and maintains hygiene and cleanliness of the dispensary; * Through a monthly check, ensures that medical instruments and equipment in the UN ambulance are maintained in a working order, and replaced after use; * Enter medical data of patients into register, patient's file, and electronic databases; * Schedule consultations with the UN Clinic for eligible staff and dependents; * Maintain a 24-hour roster of available specialists for referrals and treatment when necessary; * Ensure a proper and safe disposal of hazardous material and medical waste in close coordination with the Medical Physician; * Identifies and plans clinics’ material, supplies and equipment requirements and raises requisitions accordingly; * Liaises with Procurement Section and Supply Section to establish essential contracts for the mission; * Develops logistic plans to support field satellite clinics, and follows up on implementation; * Draws and implements duty roster for clinic personnel; * Maintains and medical inventory and supplies and distributes medical supplies to outstations; * Arranges medical appointments and examinations to mission personnel; * Stock management of materials, equipment, laboratory, medical and nursing products of the UN Clinic and support the purchase and acquisition of these products when necessary * Updates the monthly medical reports. |
| Supervisory/Managerial Responsibilities: Not applicable | |

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| V. Requirements: | |
| In this section, describe the qualification requirements of the position. | |
| ***Education*** | |
| * Registered Professional Nurse and first-level degree from an accredited Baccalaureate Nursing Programme * (University) or equivalent such as an accredited Diploma Programme (4 years). And Medical Laboratory Technician Diploma required. * Certificates in ECG, CPR or Basic Life Support and ACLS or equivalent emergency medical care is an asset. * Recognized additional training in family medicine or primary health care and midwifery is desirable. * HIV/AIDS Management training is desirable. * National registration and license is a requirement. | |
| ***Experience, Knowledge, and Skills*** | |
| * Minimum 7 years of continuous clinical experience in nursing and laboratory preferably in a multicultural environment. * Intensive Care and health administration. Supervisory experience in a UN field operation is an asset. Knowledge and understanding of relevant UN administrative policies and procedures is desirable. * Experience in Trauma and Emergency care is desirable. * Experience in the usage of computers and office software packages (MS Word, Excel, Power point etc.) is desirable. * Fluency in spoken and written English/French added to Portuguese is highly desirable. | |
| ***Expected Demonstration of Competencies*** | |
| ***Core*** | |
| **Achieve Results:** | LEVEL 1: Plans and monitors own work, pays attention to details, delivers quality work by deadline |
| **Think Innovatively:** | LEVEL 1: Open to creative ideas/known risks, is pragmatic problem solver, makes improvements |
| **Learn Continuously** | LEVEL 1: Open minded and curious, shares knowledge, learns from mistakes, asks for feedback |
| **Adapt with Agility** | LEVEL 1: Adapts to change, constructively handles ambiguity/uncertainty, is flexible |
| **Act with Determination** | LEVEL 1: Shows drive and motivation, able to deliver calmly in face of adversity, confident |
| **Engage and Partner** | LEVEL 1: Demonstrates compassion/understanding towards others, forms positive relationships |
| **Enable Diversity and Inclusion** | LEVEL 1: Appreciate/respect differences, aware of unconscious bias, confront discrimination |
| ***People Management (Insert below standard sentence if the position has direct reports.)***  UNDP People Management Competencies can be found in the dedicated [site](https://www.undp.org/sites/g/files/zskgke326/files/2021-12/PeopleManagementCompetencies.pdf).  ***Cross-Functional & Technical competencies (insert up to 7 competencies)***   |  |  |  | | --- | --- | --- | | ***Thematic Area*** | ***Name*** | ***Definition*** | | Digital & Innovation | User-centred design, user research, user testing | Knowledge of user-centred design methodologies and ability to apply them practically | | *Business Development* | Knowledge Generation | Ability to develop solutions to problems by involving the human perspective in all steps of the problem-solving process | | Administration & Operations | Documents and records management | Overall document (hard or electronic) management; registry and retention policy including storing and archiving | | Ethics | UN policy knowledge - ethics | Knowledge and understanding of the UN Staff Regulations and Rules and other policies relating to ethics and integrity | | 2030 Agenda: People | Health | Health emergencies | |  |  |  | |  |  |  | | |

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| **VI. Keywords** |
| List 3-5 most important skills from competencies required for the position – limited to 1-3-word descriptions – that will help inform workforce planning of critical skill supply and demand.  Professionalism  Planning and Organization  Communication  Team work  Results and quality oriented |