



International Organization for Migration (IOM)  
The UN Migration Agency

## Special Vacancy Notice SVN 2022/XK09022

### Open to Internal and External Candidates

Position Title : **Nurse – Migration Health**  
Duty Station : **Prishtina & Ferizaj, Kosovo (UNSC 1244)**  
Classification : **General Service Staff (G5)**  
Type of Appointment : **Special Fixed Term, 6 months with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **September 11, 2022**

*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.*

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.

### **Context:**

IOM works to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people. As part of its activities in Kosovo, IOM assists in providing humanitarian assistance and protection-sensitive responses to migrants.

Under the overall supervision of the Chief of Mission (CoM) or Chief Migration Health Officer (CMHO) and the direct supervision of the Chief Migration Health Officer (CMHO) or Chief Migration Health Nurse (CMHN) or Senior Migration Health Nurse, the successful candidate will be responsible for the following duties and responsibilities in relation to the Migration Health Assessment Centre (MHAC) in Prishtina & Ferizaj, Kosovo.

### **Core Functions / Responsibilities:**

1. Perform 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,
  - b. Such as checking vital signs, weight, height, visual acuity;
  - c. Blood, urine or sputum collection as required;
  - d. Imaging;
  - e. Laboratory testing;
  - f. Vaccinations;
  - g. TB management;
  - h. Treatment and referrals;
  - i. Pre-departure procedures and medical movements;
  - j. Documentation, certification and information transmission; and,
  - k. Other technical areas as may be required.
2. Provide information and detailed explanations to the migrants and/or refugees in relation to:
  - The migration health assessment process; and,
  - Treatments and referrals.
3. Ensure proper identification and follow-up by:
  - Comprehensive history taking;
  - Accurate and thorough Biodata collection;
  - Ensuring ID verification for each step of the health assessment process; and,
  - Keeping a register of applicants who undergo health investigations and testing.
4. Follow and implement the Health Assessment Programme's check lists and SOP's and maintain standard universal precautions within MHAC.
5. Verify samples of sputum, blood or others are properly transported to the laboratory or previously designated location.
6. Maintain and monitor the MHAC pharmacy, stock, medical kits and emergency kits within the MHAC and for medical escorts if applicable.
7. Provide pre and/or post counselling to migrants or refugees on TB or HIV education, prevention and management as appropriate.
8. Prepare administrative reports and program updates as necessary.
9. Support the planning and execution of mobile missions if applicable.
10. Assist with pre-departure documents, briefings and preparations as necessary.
11. Perform 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).

12. Maintain collaborative relationships with various partners to facilitate the follow up and relevant information sharing. Partners include internal IOM departments, other health providers, panel physicians, embassies other UN agencies or NGO's and others as applicable.
13. Collect statistical information and share with the Senior Migration Health Nurse or CMHO as per preset and agreed upon format.
14. Perform other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- Nursing Degree with a minimum of three years relevant clinical experience and a valid license to practice nursing in Kosovo
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### **Experience/**

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

### **Skills**

- Experience in computer data entry, elaboration and analysis or in a call centre in a busy institution, preferably a medical one;
- High computer literacy in Windows and MS Office is mandatory;
- Knowledge of medical terminology, as well as previous secretarial and archival experience, an added advantage; and,
- Previous working experience with NGOs or international organizations is an added advantage.

### **Languages**

Fluency in English and local languages: Albanian and/or Serbian (oral and written).

## ***Required Competencies***

### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

**Core Competencies** – behavioural indicators *level 1*

- 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

### ***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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Kosovo will be eligible for consideration.

### ***How to apply:***

Interested candidates are invited to submit their applications – Personal History Form (klik [here](#) to download) and Cover Letter to [iompristinaapplications@iom.int](mailto:iompristinaapplications@iom.int) by September 11, 2022 midnight at the latest, referring to **SVN 2022/XK09022** in the subject line.

In order for an application to be considered valid, IOM only accepts applications duly completed.

**Only shortlisted candidates will be contacted.**

### ***Posting period:***

From 02.09.2022 – 11.09.2022