



United Nations Mission in Nepal (UNMIN)
JOB DESCRIPTION



CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

Post title and level: Medical Assistant (Nurse) GSL-6
Duty station: Kathmandu
Organizational Unit: Medical Section

DUTIES AND RESPONSIBILITY:

Under the supervision of the Head nurse and Chief Medical Officer, the nurse will be responsible for the following duties:

- Respond to emergency calls and assist the Medical Officers in providing adequate care, ensure effective liaison between the patient and doctor, paramedic, family members as appropriate; document case findings.
- Perform ECG; accompany patient for X-rays and other medical examinations as required.
- Assess the needs of clients visiting the clinic, provide care/advice (e.g. preventive medicine) accordingly or facilitate referral to Medical Officer or out side Medical facility as indicated.
- Ensure preparedness of staff by providing medical briefing, vaccination etc.
- Perform other related duties as assigned to him/her.
- Provide quality nursing services the contribute to the good physical and mental health of the staff of the organization.

Competencies:

- **Professionalism** – Sound knowledge and experience in clinical/occupational nursing.
- **Planning and Organisation**—Ability to establish priorities and to plan and co-ordinate own work plan.
- **Commitment to continuous learning**—Initiative and willingness to keep abreast of new skills in the nursing field.
- **Technology Awareness**—Proficiency in relevant medical software packages.
- **Teamwork**—Good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Communication**—Ability to write clearly and in concise manner and communicate effectively in English.

QUALIFICATION REQUIREMENTS:

Education: Registered Professional Nurse who is a graduate of either an accredited Baccalaureate Nursing Programme or an accredited Diploma Programme (3 years)

Experience: A minimum of 8 years progressive clinical experience in nursing is required.

Language: Candidate should be fluent in oral and written English.

Qualified candidates are requested to complete a UN Personal History Form (P.11) available on UNMIN webpage <http://www.un.org.np/unmin/docs/personal-history-form-P.11.doc> . All applicants are strongly encouraged to submit their application by email mentioning the vacancy title to the following address: unmin-recruitment@un.org.

Only short-listed candidates will be contacted. Women who are results-oriented and have strong motivation and substantive experience and other excluded groups are strongly encouraged to apply.