

VN/MY10/2024/006
Open to Internal and External Candidates

Position Title : **Migration Health Nurse Assistant**
Duty Station : **Kuala Lumpur, Malaysia**
Classification : *Grade 3 equivalent*
Type of Appointment : *UNOPS ICA*
Estimated Start Date : **As soon as possible**

Closing Date : **12 March 2024**

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. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidate.

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 Kuala Lumpur, Malaysia.

Core Functions / Responsibilities:

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;
 - i. Such as checking vital signs, weight, height, visual acuity; and,
 - ii. Blood, urine or sputum collection as required.
 - b) Support in TB management; Directly Observed Treatment Short Course (DOTS);
 - c) Support Infection prevention and control mechanisms;
 - d) Support pre-departure procedures and medical movements;
 - e) Support documentation, certification and information transmission;
 - f) Transport of samples to the laboratory in a proper and safe manner;
 - g) Liaise with the laboratory, receive results and reports in a timely manner; and,
 - h) 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.
4. Follow the Health Assessment Programmes' check lists and Standard Operating Procedures (SOP's) and maintain standard universal precautions within MHAC.
5. 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.
6. Support proper and accurate record keeping of applicants throughout the migration health assessment process, including uploading medical reports on the required databases.
7. 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).
8. Assist the team with checking medical invoices.
9. 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.
10. Perform other duties as may be assigned.

Required Qualifications and Experience

Education

- With High School/Secondary School certificate and three years of relevant work experience; or,
- Intermediate degree in Nursing, with at least three years of relevant work experience; or,
- Desirable: Bachelor's Degree from an 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.

Skills

- Proficient computer skills, including in Microsoft Office.
- Good interpersonal skills and communication with all levels of beneficiaries
- Ideal candidate will have a positive attitude and be a problem-solver

Languages

- Fluency in English and Bahasa Malaysia is required.

Required Competencies

The incumbent is expected to demonstrate the following values and 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.
- **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 – 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.

How to apply:

Interested candidate are invited to submit their application via email to vniomkualalumpur@iom.int indicating the reference code above (VN/MY10/2024/006) as subject. The deadline for applications is **12 March 2024**.

Applications should include:

- a) a cover letter, indicating the dates of availability;
- b) a curriculum vitae;
- c) duly completed IOM Personal History Form (may be downloaded from  [PHF \(1\).xlsx](#))

Only shortlisted candidates will be contacted.

Posting period: 28 February 2024 to 12 March 2024