



TRUCE SUPERVISION ORGANIZATION

TEMPORARY JOB OPENING – INTERNAL / EXTERNAL

JOB OPENING NUMBER:	18/024
DEADLINE FOR APPLICATION:	26 July 2018
DATE OF ISSUANCE:	20 July 2018
POST TITLE:	Nurse
POST LEVEL:	G-6
POST NUMBERS:	30003299
SECTION:	Medical Unit
DUTY STATION:	Jerusalem

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice

The temporary position is intended to fill the functions from 30 July 2018 through 31 August 2018. Recruitment for this position is done on a local basis, whether or not the candidate is a resident of the duty station. Candidates should have no expectation of any fixed-term appointment possibility after the end of this temporary assignment. Subsequent to the initial temporary appointment, new and successive temporary appointments may be granted for service in the same office or in a different office any number of times, for any duration, provided that the length of service does not exceed the period of 364 calendar days.

Responsibilities

Under the direct supervision of the Medical Officer, the incumbent will be responsible but not limited to the following duties:

- Respond to emergency calls and assist doctors in providing adequate care and performing respective duties in the treatment of the patient.
- Perform ECG, and other medical exam such as blood tests; glucose, troponin, and urine test as required.
- Prepare patient for different interventions and escort patient to other medical facilities as required.
- Assess needs of clients visiting the walk-in clinic; provide care/advice (e.g. the benefits of preventive medicine, etc.).
- Shift duties including nights and weekends if required.
- Perform nursing care and generally all activities related to his/her professional capacity.
- Responsible for emergency room and doctor's consultation rooms, ensure that all equipment are ready for use and functional e.g. Defibrillator, ECG machine, glucometer, etc.
- Ensure safety of the patients in performance of duty.
- Communicate with patients and update the doctors in the clinic.
- Accord patients fair and equal treatment regardless of ethnic background.
- Assist in providing health education and addressing work environment and occupational health issues.
- Actively contribute in planning and organizing preventive medical fairs.
- Receive patients and record the necessary data for effective treatment.
- Maintain patients' records and exercise confidentiality.
- Replace the receptionist whenever required.
- Keep the clinic's statistics.
- Update the monthly medical report
- Perform other related duties as required.

Competencies

Professionalism: Knowledge of clinical, occupational and travel nursing. Formal training in CPR and, preferably, in BCLS and ACLS or equivalent emergency medical care. Knowledge of major medical office equipment and ability to use them in emergency situations. Knowledge of basic diagnostic equipment and ability to use them. Knowledge of modern medical information technology and solid computer skill. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender

perspectives and ensuring the equal participation of women and men in all areas of work. **Planning and organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently. **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate problems; keeps clients informed of progress or setbacks in projects; meets timeline or delivery of products and services to client.

Education

Completion of high school and further formal education. BSc Nursing or accredited Diploma is desirable. A valid professional nursing registration and License is required. Certificates in ECG, CPR or Basic Life Support is an asset. Knowledge of electronic medical records is desirable.

Work Experience

At least 7 years of progressive clinical experience in the medical field and hospital.

Languages

Fluency in spoken and written English is required; working knowledge of spoken and written Arabic & Hebrew is highly desirable.

Other Skills

Valid National Driving License is an advantage; Good computer skills are required.

Assessment Method

Short-listed applicants may be evaluated through a competency-based interview and/or other assessment methods.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

SPECIAL NOTE: QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS’ BANK ACCOUNTS.

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED

How to Apply to United Nations Truce Supervision Organization (UNTSO) vacancies:

Only applications submitted online will be considered.

The UNTSO Jobs page, <https://untsso.unmissions.org/untsso-jobs>, will include all Job Openings.

1. To start the application process, applicants must download a [Personal History “P.11”](#) form. **Note:** Any other form of application will not be accepted.
2. Once the download is finished, complete and save your Personal History Form and then e-mail it to the following e-mail address: untsso_staffing@un.org.
3. In completing the P.11 form, please note that all fields must be completed accurately to the best of your knowledge.
4. Your application will be screened and evaluated against the requirements as specified in the particular vacancy and your name may be put forward for that specific announcement only.
5. In view of the high volume of applications received, only those applicants who are included in the roster will be notified.
6. Indicate the JO number on the subject heading in your email application. Applications that do not comply to this standard will not be validated.
7. For **internal candidates:** Ensure that your application is scanned to untsso_staffing@un.org from your personal or UN email account and include the JO number on the subject heading with a return receipt request. Applications that do not comply to this standard will not be validated.

At your interview

The United Nations' greatest asset is the quality of its staff. To ensure that the very best people join the UN team we use a [competency based interview](#) process. Competency based interviews are also called "behavioral interviews" or "criterion based interviews." Such interviews are based on the concept that past behavior and experience is the best indicator of future performance. In other words, your history tells a story about you: your talents, skills, abilities, knowledge and actual experience in handling a variety of situations.

For more information on competency based interviews, click [here](#).

Applications should be addressed to: Chief Human Resources Officer, UNTSO
Email: untso_staffing@un.org