



## Call for Curriculum Vitae 2023-21

### Open to Internal and External Candidates

Position Title : **Nurse (Accommodation Centre)**  
Duty Station : **Brussels, Belgium (Country Office)**  
Classification : **General Service Staff, Ungraded**  
Type of Appointment : **Special Short-Term, end date: still to be defined, subject to funding confirmation with possibility of extension**  
Estimated Start Date : **June 2023**

Closing Date : **25 April 2023**

*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

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of migrants.

As part of its support to the Government of Belgium, IOM assists with the establishment and management of accommodation centres for persons seeking international protection in Belgium. This support spans from the establishment of accommodation centres where needed to the day-to-day operations of the centre.

## **Core Functions / Responsibilities**

Under the direct supervision of the Medical Assistant, the nurse will be, inter-alia, responsible for:

1. Provide general assistance with the daily nursing activities in the centre, such as:
  - a. Medical examinations;
    - i. Checking vital signs, weight, height, visual acuity; and,
    - ii. Blood, urine or sputum collection as required.
  - b. Support in TB management;
  - c. Support Infection prevention and control mechanisms;
  - d. Support intake, 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. Other technical areas as may be required.
2. Provide support and general information to the migrants and/or asylum seekers in relation to Treatments and referrals;
3. Support Medical Assistant with proper identification and follow up by:
  - a. Comprehensive history taking;
  - b. Keeping a register of applicants who undergo health investigations and testing.
4. Follow the Standard Operating Procedures (SOPs);
5. Assist Medical Assistant in medical emergency management as well as with chronic case management and related procedures. Make referrals to specialist consultations and ensure receipt of specialist reports;
6. Support proper and accurate record keeping of applicants, including uploading medical reports on the required databases;
7. Perform national medical escort duties when required;
8. Support the medical assistant with the coordination for referrals and approvals of medical treatments;
9. Assist the team with checking medical invoices;
10. Prepare list of medical drugs and supplies for ordering as requested by the Medical Assistant, assist in inventory taking, confirm and receive ordered drugs and supplies; all in close coordination with the Logistics, Warehouse and CBI Assistant.
11. Perform other duties as may be assigned.

## **Required Qualifications and Experience**

### **Education**

Bachelor's degree in nursing from an accredited institution with one year of relevant clinical experience required.

### **Experience and skills**

- 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);
- Strong interpersonal and communication skills in a multi-cultural setting.
- Demonstrated ability to draft and prepare clear and concise formal correspondence and project reports.
- Strong organizational, facilitation, communication, writing and presentations skills;
- Demonstrated ability to work well under pressure and keep deadlines.
- Strong work ethics and commitment to humanitarian principles.

### Languages

Fluency in **English** and **French/Dutch** is required.

Working knowledge of Farsi, Pashto and/or Arabic is an advantage.

### 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.
- 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 of 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 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. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

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

## **How to apply**

Interested candidates are invited to submit their applications to [IOMBrusselsApplications@iom.int](mailto:IOMBrusselsApplications@iom.int) **by 25 April 2023 23:59** (Brussels time), referring to this advertisement in the subject line (*CFCV 2023-21 Nurse ACC*) and including the following documents:

- a) CV or Personal History Form
- b) Cover Letter
- c) Questionnaire on Mandatory Requirement (Page 5)

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

IOM reserves the right to contact shortlisted candidates only.

## ***Posting period***

From 11.04.2023 to 25.04.2023



**Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium**

**CFCV 2023-21 Nurse (Accommodation Centre) UG, CO Belgium**

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**Education**

Bachelor's degree in nursing from accredited institution with one year of relevant clinical experience required;

yes  no

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**Language**

English (fluency)

yes  no

French (working knowledge)

yes  no

Dutch (working knowledge)

yes  no

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**Professional Work Experience**

Do you have at least one year of related work experience?

yes  no

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**Other**

Are you currently holding a valid residence and work permit for Belgium?  
*(EU nationals, please mark 'yes'; non-EU nationals, please mark as appropriate)*

yes  no

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Date:

Name:

Signature: