



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. IDENTIFICATION OF THE POST

Post Title:	UN Dispensary Nurse	Post Grade:	ICS5
Organizational Unit:	UN Dispensary		
Supervisor's Title:	UN Dispensary Physician		

II. POST'S ORGANIZATIONAL ACCOUNTABILITY:

Under the overall management of the UN Resident Coordinator and day to day supervision of the UN Dispensary Physician, the incumbent keeps UN Dispensary operational.

III. KEY RESULTS EXPECTED/MAJOR FUNCTIONAL ACTIVITIES

Key Results Expected/Major Functional Activities

- Assist the UN Physician in providing health care to all UN staff members and their dependants including vaccination programmes, counseling and other preventive and health promotive advice .;
- Responsible for providing general clinical and preventive nursing care for patients; Give first-aid and advice to the staff and their recognized dependants;
- Assist the UN Dispensary Physician when official medical examinations are undertaken at the UN Dispensary
- Administer minor “outpatient” treatment and immunization requirements;
- Responsible for infection control through practice of universal infection control measures, including maintenance of clinic and equipments in good order;
- Maintain strict confidentiality regarding patients’ medical records;
- Assist in maintaining records of all visits and treatments;
- Maintain the files in the UN Dispensary;
- Provide administrative assistance to UN Dispensary Physician;

- In consultation with UN Dispensary Physician maintain 24-hour roster of available specialists for referral and treatment
- Responsible for keeping records of all medical supplies (drugs, vaccines, etc) and equipment up-to-date;
- Be on call to assist the UN physician during emergencies after working hours and to backstop the UN Dispensary Physician when necessary;
- Provide escort to patients who are referred to hospitals in-country and/or abroad when required;
- Assist the UN Dispensary Physician to perform the duties described in the “Standard Post Description for UN Dispensary Physician”;
- Any other related duties that may be assigned by the UN Physician;

IV. COMPETENCIES

- Personal organisation and attention to detail
- Service orientation
- Proactiveness with high standards of professional ethics
- Ability to work independently
- Excellent interpersonal skills allowing effective communication with colleagues and clients with multi-cultural backgrounds
- Ability to handle multiple tasks
- Excellent computer skills (word-processing and spreadsheet)

V. Minimum Recruitment Qualifications

Education:	<ul style="list-style-type: none"> ▪ A degree in the nursing field from a recognized University or Medical College
Experience:	<ul style="list-style-type: none"> ▪ Minimum of five years experience in clinical nursing in a hospital. Knowledge and experience in public health nursing and nursing management is essential. Experience working for an international organization is an asset.
Language requirements:	<ul style="list-style-type: none"> ▪ Fluent English and Mongolian in writing and speaking

VI. SIGNATURES – POST DESCRIPTION CERTIFICATION:

INCUMBENT -- Certification of awareness of contents of post description:

Name	Signature	Date
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SUPERVISOR -- Certification of correctness of post description:

Name	Signature	Date
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