



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### I. IDENTIFICATION OF THE POST

<b>Post Title:</b>	UN Dispensary Nurse	<b>Post Grade:</b>	ICS5
<b>Organizational Unit:</b>	UN Dispensary		
<b>Supervisor's Title:</b>	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

<p><b>Education:</b></p>	<ul style="list-style-type: none"> <li>▪ A degree in the nursing field from a recognized University or Medical College</li> </ul>
<p><b>Experience:</b></p>	<ul style="list-style-type: none"> <li>▪ 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.</li> </ul>
<p><b>Language requirements:</b></p>	<ul style="list-style-type: none"> <li>▪ Fluent English and Mongolian in writing and speaking</li> </ul>

**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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