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## MISSION IN COLOMBIA JOB OPENING

### Internal / External

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<b>Job Title &amp; Level:</b>	<b>Medical Assistant, GL-5</b>
<b>Department/Office:</b>	<b>UN MISSION IN COLOMBIA</b>
<b>Location:</b>	<b>BOGOTA, COLOMBIA</b>
<b>Posting Period:</b>	<b>One week (02 – 09 November 2016)</b>
<b>Job Opening Number:</b>	<b>MC-NJO-2016-063</b>

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**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**

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The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11 and/or CVs) and copies of their educational certificates to the Recruitment Unit via email: [MCrecruitment@un.org](mailto:MCrecruitment@un.org).

Please include also the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

### **Organizational Setting and Reporting:**

The position is located in the United Nations Mission in Colombia based in Bogota. The Medical Assistant will report to the Chief Medical Officer.

### **Responsibilities:**

Within delegated authority, the Medical Assistant at this level may be responsible for the following duties:

- Assists with managing medical stores/warehouses based on instructions from the Medical Officer and ensures that of First Aids Kits are available in all Offices including rural areas ;
- Monitors and checks all medical equipment to ensure they functioning as required or recommends repairs, or installation;
- Performs and checking on pharmaceutical issues, drugs, medical supplies, medical consumables, vaccines, condoms (male and female) in the Mission;
- Assists in monitoring medical inventory every three months and updating the list of medical inventory in Business Object and Galileo System;
- Coordinates with the Medical Officer and monitors all the expendable and non-expendable items in the Galileo System matching with physical verification;
- Liaises with the proper Local Company in taking care of all medical equipment and medical waste disposal;
- Records receipt of all Medical assets and inventories, codifies all received medical inventories for Galileo database;

- Records the physical movement and location of inventory in the clinic store in the Galileo database;
- Creates the issue voucher used at the clinic store - the release order;
- Records Medical supply issues to regions within 24 hours of acknowledgement of receipt;
- Computes inventory stock levels and reorders points based on demand history on monthly basis;
- Forecasts demand for stock based on lead time determination; reorders point and safety stock computations;
- Requests medical supplies, perform technical evaluation and follow up with procurement section;
- Assists in receiving and inspection of medical supply on arrival of goods;
- Applies inventory performance metrics to determine overstock situations and begins process of stock reductions;
- Updates the store database, ensuring its integrity and advises the Medical Officer (MO) on stock status;
- Is responsible for the management of the storeroom;
- Performs First aid to the staff in absence of the Medical Officer.
- Participates actively in UN staff vaccination status follow up and reports the status to the Medical Officer.
- Supports Medical officer in reviewing medical bills coming from Health Subsystems (Police, Army, Military Hospital, Air Force), according with SOAT fees and official agreements.
- Supports Medical Officer to accounts in health care observers are paid on time.
- Provides briefing to the UN staff members on health risks in the country and preventive measures;
- Participates actively in training and prevention campaigns in coordination with Medical Officers to the UN staff members in order to raise awareness on health issues in the Mission.
- Assists Medical Officer (MO) in the Medevac process if needed.
- Assists Medical Officer to put in place a Preventive Medical program for UN staff in the Mission, according with their risk level.
- Understands and secures patient confidentiality;

### **Competencies:**

**Professionalism:** 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**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.

**Education:**

High school diploma or equivalent is required with a medical educational background in Nursing, Pharmaceutical assistance or any other technical health background.

**Experience:**

A minimum of 5 years of progressively responsible experience in Medical, Pharmacy or related area. Experience in in Health Education, prevention and audit medical bills is desirable.

**Languages:**

English and French are the working languages of the United Nations Secretariat. Fluency in English and Spanish (oral and written) is required.

**United Nations Considerations**

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. 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.