

## UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

### Internal / External

Job Title & Level:	<b>Medical Assistant (G5)</b>
Department/Office:	<b>UN VERIFICATION MISSION IN COLOMBIA, Office of the Chief Service Delivery – Medical Office</b>
Location:	<b>Bogota, COLOMBIA</b>
Posting Period:	<b>17 February – 18 March 2022</b>
Job Opening Number:	<b>UNVMC-NJO-2022- 010</b> <b>Fixed-Term for one year with the possibility of extension</b>

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

### **IMPORTANT NOTE:**

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) (**CVs will NOT be accepted**). Please review that your application, either P-11 or PHP is properly signed and has information on your contact details: email address and telephone numbers. You must send your application to the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org)

Please be advised that only applications using the UN P-11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

**Only Colombian Nationals or Foreign with valid working permit in Colombia are eligible to apply for this Job Openings.**

**If you are an internal candidate with a Fixed Term, Continuing or Permanent Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.**

*As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position.*

*#United\_for\_Gender\_Parity. Candidates interested to work for the United Nations Verification Mission in Colombia may wish to check out our Realistic Job Preview videos to get an idea of the living and working conditions in different duty stations in Colombia.: <https://www.youtube.com/playlist?list=PL-8SCKVjge3073SwTDG1VQf1oLTWfUQ4>*

*The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.*

#### **ORGANIZATIONAL SETTING:**

This position is located in the Office of the Chief Service Delivery based in Bogota. The Medical Assistant is responsible, under the supervision of the Chief Medical Officer, to assist to UNVMC staff in all Medical related issues, included attention and/or orientation for receiving best Medical services according with clinical situation of the patient.

#### **RESPONSIBILITIES:**

Within the limits of delegated authority, the Medical Assistant will support the Chief Medical Officer by applying professional health knowledge and expertise in performance of the following duties and responsibilities:

- Assists with managing medical store based on instructions from Medical Officer (MO). Responsible for the availability of First Aids Kits in Offices and rural areas and offices.
- Monitors and checks all medical equipment to ensure they functioning as required or recommends repairs, or installation;
- Performs day-to-day and checking on pharmaceutical issues, drugs, medical supplies, medical consumables, vaccines, condoms (male and female) in the Mission;
- Liaises with the proper Local Company and Technician in taking care of all medical equipment and medical waste disposal;
- Records the physical movement and location of inventory in the clinic store in the database;
- Creates the issue voucher used at the clinic store - the release order;
- Records Medical supply issues to regional clinics within 24 hours of acknowledgment of receipt;
- Computes inventory stock levels and reorder points based on demand history on monthly basis;
- Forecasts demand for stock based on lead time determination; reorder 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 the arrival of goods;
- Updates the store database, ensuring its integrity and advises the Medical Officer (MO) on stock status;
- Is responsible for the management of the storeroom;
- Perform First aids to the staff in absence of the Medical Officer.
- Responsible for the availability of First Aids Kits in Offices, rural areas, and offices.
- Coordinate with responsible of Contracted Clinics/Hospitals the access of Observers to the Health facilities in the country in close contact with Medical Officer.
- Monitoring references of Observers from the rural areas to the Health Centres and Hospitals according to their medical status. To keep a record of these references and their pending results.
- To support audit Medical Bills on a monthly basis from Contracted Clinics/Hospitals, Military Hospital and Air Force. To perform a proper audit on each bill and in coordination with Medical

Officer validate or gloss each bill for respective payment. To know and use SOAT fees to audit these bills.

- Should support MO in coordination with the Financial team for the timely and clear payment of Medical bills.
- Assists Medical Officer to monitor Health Quality services provided to Observers on a regular basis.
- Brief UN staff in health risk in the country and preventive measures.
- Participate actively in UN staff vaccination status follow up and report to MO to improve them.
- Participate actively in training and prevention campaigns to raise health status of the UN staff in the Mission in coordination with Medical Officer.
- To support Medical Officer (MO) in the Medevac process if needed.
- To support Medical Officer to put in place a Preventive Medical program for UN staff in the Mission (Occupational Safety and Health OSH Program).
- Integrate a gender sensitive approach in all functions.
- Perform other related duties as assigned by the Chief of Section/Unit, Medical.

#### **CORE VALUES:**

**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.

**Integrity:** Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behaviour.

**Respect for diversity:** Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.

#### **COMPETENCIES:**

**Planning & 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 solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**EDUCATION:**

High school diploma or equivalent is required with a medical educational background in Nursing or Pharmaceutical assistance is required.

Training in the health area (Psychologist, therapist, Lab technician and others), with experience in health administration, is desirable.

Good knowledge and experience in audit of medical bills in Colombian Health system and experience in UN system is desirable. Very good computer skills e.g., in MS Office package is desirable.

**EXPERIENCE:**

A minimum of 5 years of progressively responsible experience in Medical, Pharmacy, health administration or related area.

**LANGUAGES:**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and Spanish 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 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.

The United Nations is taking steps to improve gender parity at all levels. We are committed to an inclusive culture and exciting opportunities for women therefore, female applicants are highly encouraged to apply.

**No Fee**

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