
MISSION IN COLOMBIA JOB OPENING Internal / External

Job Title & Level:	Medical Assistant (G6)
Department/Office:	UN Verification Mission in Colombia, Office of the Chief Service Delivery
Location:	BOGOTA, COLOMBIA
Posting Period:	06 February – 05 March 2020
Job Opening Number:	UNVMC-NJO-2020-004

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

IMPORTANT NOTE:

In order to implement the United Nations System-wide Gender Parity Strategy, for this job opening preference will be given to equally qualified female candidates.

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications through the P11 form, which can be found at <https://colombia.unmissions.org/empleo> (CVs or alternative forms will **NOT** be accepted). Please submit your P11 along with your e-mail address, telephone number(s), and relevant contact details, at the following e-mail address: mcrecruitment@un.org

Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process, only the P11 form is sufficient. Please limit your attachments to 5MB.

Please include 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

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. The Medical assistant works will include travel to all the premises of the Mission and locations where projects are being developed.

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 of 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 acknowledgement 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 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 of 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 with their medical status. To keep a record of these references and their pendings and results.
 - To support audit Medical Bills in a monthly base from Contracted Clinics/Hospitals, Military Hospital and Air Force. To perform an appropriate 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 Financial team 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
 - Perform other related duties as assigned by the Chief of Section/Unit, Engineering.

Core Values

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 behavior.

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

Professionalism: Ability to apply health skills and to participate in health projects, including preparation of cost estimates, research of data and preparing graphs. Ability to identify and analyze medical data of significant depth and complexity. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

Accountability: Takes ownership of all responsibilities and honors 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: Nurse or Pharmacist title or other Staff health background is required. Good knowledge and experience in audit of Medical bills in Colombian Health system and experience in UN system is desirable.

Work Experience: A minimum of 7 years of progressively responsible experience in Medical support is required. Experience in audits and work in International organizations is desirable.

Languages: For the position advertised, fluency in English and Spanish (both oral and written) is required.

United Nations Considerations

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.

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.

IMPORTANT: Global General Staff Service Test (GGST) will be required for this position. Long listed candidates will be invited to present the computer based in the Duty Station of this Job Opening. Candidates who are currently serving staff members or former staff members employed within the last 24 months who have passed the Administrative Assessment Support Test (ASAT) in English at UN Headquarters, ECA, ESCWA, UNOV, UNOG, ICTR, or ICTY are exempt from the GGST. If you have passed the ASAT in English in one of the offices listed above, please inform us as soon as possible.