



External Publication of Job Posting

50867239

Job Posting Title

NURSE (Internal Candidates)

Start Date

11.12.2020

End Date

11.01.2021

Reference Code

Medical /11/2020 / 003

Job Title

Nurse

Organization

To Apply Please use this link

<http://hrm.aucareers.org/erec>

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African states as well as developing a new partnership worldwide. Its Headquarters is located at Addis Ababa, capital city of Ethiopia. Its Headquarters is located at Addis Ababa, capital city of Ethiopia. In seeking to achieve these objectives, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of new organization structure and the filling of regular and short-term vacant posts.

Department

Reports to : Senior Nursing Officer

Directorate/Department :Medical and Health Services

Number of Direct Reports :10

Division Clinical services

Number of Indirect Reports 6

Job Family Level 1

Job Grade GSA5

Location : Addis Ababa

Number of Posts: 02

Project

AU Values :

- Respect for Diversity and Team Work
- Think Africa Above all
- Transparency and Accountability
- Integrity and Impartiality
- Efficiency and Professionalism
- Information and Knowledge Sharing

Context

- Responsible for the day to day nursing care to clients who visit the Directorate of Medical and Health Services.
- Triage, facilitate Doctor's consultation and execute their orders.

Tasks

Main Functions

- Provide timely administrative and operational support;
- Assist in activity planning;
- Prepare operational work schedules and follow up implementation;
- Coordinate and/or engage in technical assistance and/or logistical work;
- Assist in the creation, improvement and maintenance of operational processes and systems;
- Prepare office communication and draft reports;
- Handle communication at operational level and provide update;
- Assist in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets, activities etc;

- Schedule, assign and monitor the work of direct reports;
- Monitor subordinates' skills, identify gaps and plan staff training and development;
- Coach and counsel subordinates;

Specific Responsibilities

- Receive patients for different consultations using excellent customer care approach, facilitate consultations and carry out Doctors' orders.
- Provide safe and accurate nursing care to the MHSD Clients (inpatient and outpatient).
- Provide emergency nursing care for clients and monitor their condition.
- Plan and implement nursing care using good judgment and critical thinking skills based on scientific knowledge.
- Collect samples from admitted patients for various laboratory investigations.
- Perform nursing procedures in accordance to MHSD/ WHO/ other international guidelines and best practices.
- To follow agreed standards of infection prevention and control, to create a safe environment for clients and a conducive working environment for Clinical staff.
- Perform voluntary counseling and testing for HIV and other STIs with absolute confidentiality.
- Arrange for the transfer of referred patients and proper hand over to the appropriate staff in the referral hospital.
- Ensure that an up-to-date registry of hospitals or clinics and their contact numbers for referral of patients/ clients is maintained.
- Perform hospital/ home visits to follow up on patient's health condition or on their management and report back to the Senior Nursing Officer and the managing Doctor.

- Participate in the MHSD's 24 hour Nurses coverage roster (day time, night time, weekend and public Holiday) on a shift basis.
- Prepare and present the shift's report to the Principal Nursing Officer.
- Participate in the development and delivery of health promotion, disease prevention and occupational Health and Safety programs of the Directorate.
- Play an active role in the medical evacuation of patients and facilitate their return.
- Participate in medical coverage for AU Summits and meetings.
- In collaboration with the Principal/ Senior Nursing Officer, quantify and forecast requirements of medical/Nursing supplies and equipment for procurement and submit on time to the immediate supervisor.
- Give the required attention and care to all Nursing equipment as required by the manufacturer and ensure that preventative maintenance are carried out as agreed and on schedule.
- Participate in continuing medical education programs for Medical staff.
- Be part of the team in development of clinical care guidelines or SOP.
- Provide supportive supervision for the Medical Attendants.
- Receive and facilitate registration, triage, Doctors' consultation and carry out Doctors' orders.
- Provide quality nursing care to clients at the AU Clinic in line with international nursing standards.
- Performing any other duties that may be assigned by the immediate supervisor.

Requirements

Ordinary Diploma in Clinical Nursing.

- A higher University qualification in Clinical Nursing will be an added advantage.
- 5 years of experience in a clinical Nursing role in a busy, tertiary level Hospital.
- Must be registered/ licensed to practice as a Clinical Nurse in his/her home Country or Country of residence
- Relevant work experience within a government hospital, private practice or an International Organization is essential.

Required Skills

- Must have a friendly demeanor, empathy and be able to communicate well with medical staff, clients and care givers politely.
- Must be able to work effectively under pressure.
- Must be able to maintain confidentiality at all times.
- Must be computer literate, able to use various software packages and Hospital Information Systems.
- Must have excellent interpersonal skills, able to work effectively as part of a team in a multi-cultural, multi ethnic environment.
- Must have strong oral, written and communication skills.
- Proficient in one of the AU working languages, fluency in another AU language is an added advantage.

Leadership Competencies

- Developing others: - Demonstrates an interest in the careers of others. Is aware of training and development activities available for staff. Supports time for learning and development.
- Flexibility: - Adapts readily to change. Continuously seeks better ways to get the job done.
- Risk Awareness and Compliance: - Complies with specified procedures to complete tasks. Understands the reason for compliance procedures and the related risks if these are not followed.

Core Competencies

- Teamwork and Collaboration: - Cooperates with others as part of a team to achieve organisation goals and shares information. Shows consideration and respect for other people.
- Accountability awareness and Compliance: - Follows through on assignments to ensure successful completion. Takes action to complete a task. Makes decisions within the scope of their role.
- Learning Orientation: - Continuously develops and improves own skills and expertise. Keeps up-to-date technically applying new knowledge on the job.

- Communicating Clearly: - Promotes two-way communication with others through correct interpretation of messages and appropriate responses. Expresses ideas or facts clearly.

Functional Competencies

- Trouble shooting: - Breaks problems into simple lists, tasks or activities without assigning values or priorities. Uses common sense and past experiences to approach problems and make a decision.
- Job Knowledge Sharing: - Personally gathers basic information and facts to address a problem or situation and asks for help tools needed.
- Task Focused: - Uses own specific methods of measuring outcomes against a standard of excellence.
- Continuous Improvement Awareness: - Consistently questions and challenges the adequacy and quality of traditional thinking (i.e., the “way things have always been done”) through dialogue.

Relevant Experience

Note

The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. It may be changed by the role manager during employment on an as-needed basis.

TENURE OF APPOINTMENT

The appointment will be made on a regular fixed term contract for a period of three (3) years, of which the first twelve months will be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables

GENDERMAINSTREAMING

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply. The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. It may be changed by the role manager during employment on an as-needed basis.

Remuneration

Indicative basic salary of US\$ 15,758.00 (GSA 5 Step 1) per annum plus other related entitlements e.g. Post adjustment (40% of basic salary), Housing allowance US\$ 16,813.44 per annum, education allowance (100% of tuition and other education-related expenses for every eligible dependent up to a maximum of US\$10,000.00 per child per annum), etc. for internationally recruited staff and a maximum of US\$ 3,300.00 per child per annum for every eligible dependent for national and locally recruited staff.

Applications must be made through the AUC E-recruitment Website

<http://hrm.aucareers.org/erec> not later than 11 January 2021.

- Attach detailed and updated curriculum vitae/resume including three (3) referees with good knowledge. Of candidate’s work, please, provide referees’ contact details – telephone and e-mail addresses.
- Copy of valid passport.
- Certified copies of educational qualifications – degrees, diplomas and certificates, where applicable (Not more than 5 Documents in PDF Format, and not exceeding 1 MB).
- Please be aware that only complete applications will be considered.
- Please note that only shortlisted candidates will be contacted

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants

must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Directorate of Administration and Human Resource Management
African Union Commission

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Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

Headquarters