



BINUH

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## VACANCY ANNOUNCEMENT

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**Functional Title & Level:** Medical Officer NO-C  
**Duty Station:** Port-au-Prince  
**Posting Period:** 11 February – 25 February 2020  
**Job Opening Number:** BINUH-VA-2020-001

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### Special Notice

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

Candidates who are successful in the assessment process will be placed on the roster. Candidates who are not successful during the assessment will not be placed on the roster. They will be notified at a later stage. Placement on the roster does not guarantee selection.

All applicants who consider themselves qualified and meeting the minimum requirements of this Vacancy Announcement (VA), should submit their fully completed and signed P11 via email at [binuhrecruitmentteam@un.org](mailto:binuhrecruitmentteam@un.org). Blank P11 and supplementary sheets are available on our BINUH website at <https://binuh.unmissions.org/>.

Important: Please pay attention to the instructions on the VA when applying for the VA which will include functional title and the VA number. Incorrect submissions will not be considered. Applicants will be held responsible for misrepresentation/omission of information on their signed P11 applications.

### Organizational Setting and Reporting

The United Nations Integrated Office in Haiti (BINUH) was established by Security Council resolution 2476 and is mandated to promote and strengthen political stability and good governance; including the rule of law, preserving and advancing a peaceful and stable environment, supporting an inclusive inter-Haitian national dialogue, and protecting and promoting human rights in Haiti.

This position is located within the medical unit of the United Nations Integrated Office in Haiti (BINUH). The Medical Officer (NO-C) typically reports to the Chief Medical officer (CMO).

### Responsibilities

Within delegated authority, the Medical Officer will be responsible for the following duties:

Clinical Duties:

- Undertakes day-to-day clinical duties, e.g. walk-in clinic, emergencies.
- Undertakes day-to-day occupational health duties: pre-placement and periodic medical examinations, prepares UN staff for travelling providing them immunizations, malaria prophylaxis, travel kits, etc.
- Refers staff to outside specialists as necessary.
- Follows-up with outside specialists.
- Provides health education and health promotion programs.
- Participates in addressing work environment and occupational health issues.

#### Medical Administrative Duties:

- Follows the United Nations established policies and procedures regarding sick leave and medical evacuations/repatriations.
- Participates in drafting and implementation of business continuity and crises preparedness plans for the duty station/Mission.
- Deputizes for a more senior Medical Officer during his/her absence.

#### Supervisory Administration:

- Manages day-to-day mission medical support operations by ensuring availability of medical supplies and proper functioning of medical equipment.
- Ensures appropriate training programs are implemented in order to maintain and develop the medical capabilities (e.g. health education, HIV/AIDS prevention, first aid and CPR).

#### General:

- Performs other related duties as required.

### 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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.

**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.

**Teamwork** - Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even

when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Education**

University Degree in Medicine, from an accredited University and currently licensed to practice within home country or another UN member state. Training and experience in Tropical Medicine is highly desirable.

**Work Experience**

At least five (5) years progressive experience and practice in General medicine is required.

**Languages**

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

**Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.