



Issued on: 02.05.13

Deadline For Application: 15.05.13

POSITION TITLE:	<b>Nurse (part-time)</b>	GRADE:	<b>G-5</b>
LOCATION:	Rome	DURATION:	<b>2 years</b>
ORGANIZATIONAL UNIT:	Medical Service, CSDM	POST NUMBER:	0042137
		Occ Code:	<b>2.2.02</b>

**DUTIES AND RESPONSIBILITIES**

Under the general supervision of the Chief Medical Officer and the direct supervision of the Head Nurse, the nurse provides a wide selection of nursing services to staff members including triage and treatment of patients with acute medical complaints, briefing staff members travelling or transferring outside of Headquarters and providing information and guidance on local medical facilities. In particular, the incumbent will:

- assist Medical Officers in their work;
- administer routine medication and first aid treatment;
- determine patients' needs to receive immediate medical attention and deciding when standard procedures should be applied, provide significant, reliable and timely information to the Medical Officer;
- make arrangements for hospital treatment ("Pronto Soccorso") or hospitalization in the event of emergency occurring during working hours;
- give inoculations and vaccinations required by travelling staff members and their dependents recording this information on the Medical Service Software Information Programme and in the Certificate of Vaccination;
- provide medical information about the duty station or countries to be visited;
- give intramuscular injections to staff as prescribed by their physician and approved by the Medical Officer;
- process and record significant injuries and illness on the Medical Service Software Information Programme;
- under the guidance of the Medical Officer perform parts of health examinations e.g. electrocardiograms, vision tests;
- perform other related duties.

**QUALIFICATIONS – ESSENTIAL**

Applications are normally not considered from candidates who do not possess ALL of the Essential Qualifications

**Education:** Secondary school education supplemented by professional training in nursing care

**Experience:** Four years' experience in practical nursing care, including outpatient care

**Language:** Working knowledge (level C) of English

**Other:** Knowledge of current nursing practices including medical record keeping and procedures. Computer literacy and ability to effectively use word processing, standard software and office technology equipment. Ability to analyse situations accurately and take effective action. Courtesy, tact, discretion and the ability to work with people of different national and cultural backgrounds. Ability to handle and maintain confidential information.

**QUALIFICATIONS – DESIRABLE**

Limited knowledge (level B) of French and/or Spanish and Italian

A valid *Automated External Defibrillation (AED)/Cardio-Pulmonary Resuscitation (CPR)* certificate issued within the last 2 years from an authorized Resuscitation Council

External candidates are invited to submit their applications in duplicate, quoting the vacancy announcement number on the Personal History Form to the Planning & Staffing Branch, CSPP Room D-350.

Internal candidates are invited to complete ADM75 and provide 14 copies. The vacancy announcement number must be quoted on the ADM75. Applications to be submitted to the Planning & Staffing Branch, CSPP Room D-350. The name of the successful candidate will be posted on the FAO Intranet. Applications received after the closing date will not be accepted unless applicants provide justification for the late submission (i.e. absence from HQ during the period of issuance of the vacancy or part thereof and the divisions has not yet made a submission to the GSSSC)