



## Job Opening

**Job Title:** Head Nurse, P3  
**Department/ Office:** OFFICE OF HUMAN RESOURCES MANAGEMENT  
**Duty Station:** NEW YORK  
**Posting Period:** 19 July 2011-17 September 2011  
**Job Opening number:** 11-MED-HUMAN RESOURCES MANAGEMENT-20245-R-NEW YORK

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### Org. Setting and Reporting

This position is located in the Department of Management and reports to the Medical Director, Medical Service Division (OHRM).

### Responsibilities

The Head Nurse is responsible for the administration of the Nursing Service and shares responsibility in the planning, implementation and co-ordination of various medical-administrative activities in the UN system. Within delegated authority, the Head Nurse will be responsible for the following duties:

#### Clinical Duties:

- Ensures smooth day-to-day operation at walk-in clinic, emergencies, and travel clinic.
- Provides in service training to nurses.
- Assists in providing health promotion programs and in addressing work environment and occupational health issues.
- Refer staff to outside medical practitioners as required.

#### Medical Administrative Duties:

- Assists the Medical Director and Senior Medical Officers in following United Nations established policies and procedures regarding medical clearances, medical emergencies, business continuity plans, crises management and medical preparedness, job-related injuries/illnesses, and medical-legal issues.
- Evaluates, identifies and recommends purchase of medical supply and nursing equipment.

#### Supervisory Duties:

- Manages, supervises and evaluates performance of nursing staff.
- Provides opportunities for nurses to consistently update their nursing skills.
- Oversees nursing outposts that may be designated in other UN buildings.

#### General:

- Performs other related duties as required.

## Competencies

### Professionalism:

Knowledge of clinical, occupational and travel nursing in an international environment. Formal training in CPR and, preferably, in BCLS and ACLS or equivalent emergency medical care. Knowledge of major medical office equipment and ability to use them in emergency situations. Knowledge of basic diagnostic equipment and ability to use them, including experience in using electronic medical records systems. 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.

### 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.

### 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.

## Education

Advanced university degree (Master's degree or equivalent) in nursing. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced degree. National registration and license are required.

## Work Experience

A minimum of five years of progressively responsible experience in nursing. Experience in occupational nursing as well as experience in managing budget allotments are required.

## Languages

Fluency in English (both oral and written) is required; knowledge of French is desirable. Knowledge of another UN official language is an advantage

## Assessment Method

As part of the evaluation, you may be requested to undergo a written knowledge-based assessment exercise, which may be followed by a competency-based interview depending on the result of the test.

## Special Notice

- 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.

## 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.

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