



**Job Opening**  
**Associate Medical Officer**  
**UNSMIL-NOB-TJO001/2021**

<b>Title:</b>	Associate Medical Officer
<b>Level/type:</b>	NO-B
<b>Duty Station:</b>	Tripoli
<b>Section:</b>	Medical Unit – Mission Support Service (MSS)
<b>Number of Positions</b>	1
<b>Date of Issue:</b>	23 March 2021
<b>Deadline for applications:</b>	6 April 2021

**WOMEN CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY**

**HOW TO APPLY:**

**STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATION USING THE UNITED NATIONS PERSONAL HISTORY FORM P.11**

(P.11 obtainable at the following web site: <https://unsmil.unmissions.org/sites/default/files/p11-form.doc>)

**ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P.11) WILL NOT BE CONSIDERED.**

**STEP 2:** Qualified candidates must submit their application using the P.11 template listed in STEP 1 by e-mail to [unsmil-hrstaffing@un.org](mailto:unsmil-hrstaffing@un.org). The application MUST include only the Job Opening No. in the subject line of their e-mail (e.g. UNSMIL-NOB-TJO001/2021).

**ORGANIZATIONAL SETTING AND REPORTING:**

This post is located within the Medical Unit in the Mission Support Service (MSS) of the United Nations Support Mission in Libya (UNSMIL). The post is located in Tripoli, Libya. The incumbent will be under the direct supervision of the Medical Officer and the overall supervision of the Chief of Mission Support.

With the mandate as renewed in SC resolution 2542 of 15 September 2020, the Security Council has tasked UNSMIL, as an integrated special political mission, in full accordance with the principles of national ownership, to exercise mediation and through its good offices to: (i) further an inclusive political process and security and economic dialogue; (ii) further the continued implementation of the Libya Political Agreement; (iii) help consolidate the governance, security and economic arrangements of the Government of National Accord, including support for economic reform in collaboration with international financial



institutions; (iv) help to achieve a ceasefire and, once it is agreed by the Libyan parties, provide appropriate support to its implementation; (v) support subsequent phases of the Libyan transition process, including the constitutional process and the organisation of elections; (vi) coordinate and engage closely with international actors including neighboring countries and regional organisations; (vii) provide support to key Libyan institutions; (viii) support, on request, the provision of essential services and delivery of humanitarian assistance, including in response to the COVID-19 pandemic, in accordance with humanitarian principles; (ix) monitor and report abuses and violations of human rights and violations of international humanitarian law, including sexual violence in conflict, notably through the effective deployment of women and child protection advisers; (x) provide support in securing uncontrolled arms and related materiel and countering their proliferation; and (xi) co-ordinate international assistance, and provision of advice and assistance to GNA-led efforts to stabilise post-conflict zones, including those liberated from Da'esh.

#### **JOB DESCRIPTION:**

Within delegated authority, the Associate Medical Officer at this level 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:**

- Liaises with UN-Military Medical Units in the Mission and host-nation medical facilities.
- Follows the United Nations established policies and procedures regarding medical clearances, 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.

**Accountability:** Takes ownership for all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, costs 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.

**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 a client informed of progress or setbacks in projects. Meets timeline for delivery of product or services to client.

**QUALIFICATIONS:**

**Education:** Medical Doctorate (MD, Dr. MuD, Dr. Med, DO) or Bachelor of Medicine/Surgery (MBBS, BMBS, MBChB, MBBCh), any one of the certified educational degree required. An active medical license to practice as medical practitioner is required. Residency in one of the medical specialties is desirable.

**Work Experience:** A minimum of three years of progressively responsible clinical experience in one of the areas of medicine or as a general practitioner required. Experience as a public health officer or as occupational health officer is required. Clinical practice in COVID-19 case management of patients in hospital setup and ability to conduct nasal swab PCR sample taking is desirable. Experience in Occupational Safety and Health risk management and incident investigation is desirable.

**Language:** English and French are the working languages of the United Nations Secretariat. For the position advertised fluency in English and Arabic is required.

**ASSESSMENT:**

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

**SPECIAL NOTICE:**

Recruitment in the National Officer category shall be made in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country and shall comply with any host country agreement in effect. Applicants for positions of National Professional Officer must be nationals of the country where the position is located.

An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, stepchildren or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.

**ADDITIONAL INFORMATION:**

The incumbent provides high level medical support to ensure the physical and mental health of UN staff in the field.

The incumbent independently provides high level medical and administrative services to ensure smooth and efficient functioning of the medical section.

Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.

**Incomplete applications or applications received after the deadline will not be considered.**

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Due to the ongoing temporary suspension of hiring for regular positions in the UN Secretariat, this Job Opening is posted to advance the hiring process, but no hiring will be made until after the suspension is lifted.