



Vacancy Announcement

The International Rescue Committee (www.rescue.org) is a non-profit, non governmental organization providing relief, rehabilitation, and post-conflict development for those uprooted or affected by violent

IRC is seeking for qualified South Sudan Nationals for the following position:

JOB TITLE: CERTIFIED NURSE

LOCATION: GANYLIEL (UNITY STATE)

Scope:

The purpose for this position is to offer day to day standard nursing care of the in-patients according to IRC work planned and procedure, the certified Nurse will be under the supervision of Nurse in-charge of the In-patient department at the PHCC and will have to manage or supervise Auxiliary Nurses and cleaners

Main Duties:

- Use of proper nursing care tools such as cardex, observation charts, fluid charts, pantograph and other patients' notes.
- Observe high level of universal waste disposal and general cleanliness of the ward and it's environ.
- Work closely with the stores in-charge and the cooks to ensure timely supply of the in-patients' food, preparation and cleanliness in the kitchen.
- Monitor use of drugs and other medical supplies.
- Maintain Daily Bed Return.
- Prepare and submit weekly report of in-patients' care.
- Keep an updated inventory record of all equipment.
- Maintain proper record keeping of patients' notes.
- Participate fully in staff continuous medical education (CME) at the PHCC.
- Prepare weekly summary report for the staff meeting.

Compile monthly in-patient report, including admissions; discharges; deaths and referrals

Reporting:

- Attend weekly staff meetings at the PHCC and provide summarised reports.
- Attend weekly program meetings at the IRC offices and provide summarised reports.
- Prepare monthly written reports.

Systems Compliance and Improvement:

- IRC-Sudan wide and Southern Sudan specific finance, logistics, IT, security, communications and human resource/administration policies and procedures.
- Any new procedures and guidelines designated in circulars from Deputy Country Representative and DDO.
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Note: The role of the [Certified Nurse](#) cannot be limited to the specific duties and tasks detailed herein. The success of the IRC's humanitarian mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, the [Certified Nurse](#) will be required to manage all unforeseen issues and circumstances and remain flexible to perform other duties, as and when required



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Qualifications, Skills and Experience:

Should be a qualified Registered Nurse or Certified Nurse with diploma or certificate in Registered/ Certified Nursing from a recognized Health Training Institution.

EDUCATION

- Should be a qualified Registered Nurse or Certified Nurse with diploma or certificate in Registered/ Certified Nursing from a recognized Health Training Institution.

Experience:

- Working experience of at least one year in health-related managerial position.
- Able to work with minimal supervision
- Able to plan his/her work daily
- Should be able to write a report in English
- Ability to work in a remote area
- Should be a team player

Functional skills and knowledge:

- Remains productive when under pressure.
- Demonstrates a systematic and efficient approach to work.
- Works collaboratively with team members to achieve results.
- Relates and works well with people of different cultures, gender and backgrounds

Other skills (e.g. I.T.):

- Computer knowledge on MS Word and MS Excel is necessary.

Additional Requirements Excellent English and Arabic, strong computer skills (word processing and spreadsheets), and the ability to work as a member of a team.

Confidentiality:

- Ensuring the non disclosure of any information whatsoever relating to the practices and business of IRC acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.

To Apply: Qualified candidates are encouraged to submit their full CV with a covering letter to the following email address: human.resources@sudan.theirc.org . Please indicate the post title in the subject, No scanned education documents are required at this stage only CV and Cover letter.

Deadline for submission: 10 November 2011

IRC is an equal opportunity employer.