



UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA

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**VACANCY ANNOUNCEMENT NUMBER # 242/07/2009**

Title:	<b>National Medical Officer</b>
Number of posts:	One
Type of contract:	Fix Term (FT)
Category:	National Professional Officer (NPO)
Level:	To be determine
Duty station:	Bamyan
Unit/Section:	Medical Unit
Issuing date:	9 July 2009
Closing date:	8 August 2009

Under the overall management of the Chief of Administration and direct supervision of the UNAMA Chief Medical Officer, the National Medical Officer will perform the following duties:

**Responsibilities:**

Within delegated authority, the Medical Officer will be response for the following duties, among others.

- Attend to the UNAMA Medical clinic on a full time basis;
- Attend to daily medical consultation and treatment;
- Responsible for maintaining the UNAMA Medical Clinic in order, kept in hygienic condition and aseptic techniques must be observe at all times;
- On call during and outside office hours for consultation and emergency treatment;
- Perform minor surgical procedures when required; attend to trauma cases with utmost attention;
- Refer patient to reliable hospital when necessary;
- To inform UNAMA Chief Medical Officer of any activities in the clinic especially related to patients' medical condition, medical evacuation etc;
- Facilitate medical evacuation authorized by the UN Medical Director/DO/ CMS, in consultation with UNAMA Chief Medical officer at the regional level;
- Establish good relations with reliable hospitals, private medical facilities and blood bank;
- Maintain emergency medical supplies and equipment to be used in case of emergency situation;
- Replenish first aid kits and other essential medical supplies kept in the regions;
- Responsible for entry and periodic medical examinations for local UN staff when advised, Medical Entry Forms with laboratory reports and x-ray films to be submitted to UNAMA Chief Medical Officer for clearance;
- Maintain medical records of all UN personnel;

- Advise health precautionary steps to new staff members;
- Maintain strict confidentiality of UN staff/patients medical record and reports.
- Prepare and send periodic reports of functions, visits and treatment of the UNAMA Medical clinic to UNAMA Chief Medical Officer for onward transmission to UN Medical Director, New York
- Perform any other related duties as required.

### **Competencies:**

**Professionalism:** knowledge and hands-on experience in clinical medicine; **Planning & organizing** – ability to establish priorities and to plan, coordinate and monitor own work and work of those under his/her supervision; **Teamwork** – strong interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity; **Communication** – good interpersonal and oral and written communication skills; **Commitment to continuous learning** – willingness to learn and keep abreast of new developments in the medical field; **Technological awareness** – solid computer skills and good knowledge of relevant medical databases.

### **Qualifications:**

Education: Doctorate in Medicine; residency in one of the medical specialties, preferably internal medicine.

Experience: Minimum of six (6) years of progressively responsible professional experience in the medical field.

Language: Fluency in written and spoken English essential; good working knowledge of Dari and Pashto requirement.

**Preference will be given to equally qualified female candidates.**

### **Application Submission Guidelines:**

Applicants meeting the above qualifications are requested to submit a cover letter quoting this Vacancy Announcement title and number along with their Curriculum Vitae; P-11 form photocopy of NID; Tazkira and a copy of High School Diploma to:

Personnel Section, UN Operation Centre in Afghanistan (UNOCA),  
Jalalabad Road, Kabul, Afghanistan  
OR

UNAMA Regional Office in Bamyan

Email to: [unamava\\_support@un.org](mailto:unamava_support@un.org)

**Note:** Only applications that clearly indicate the vacancy number on the envelope; or in the subject of the email (if the application is being sent electronically), will be reviewed.