



# Doctors Aid for Medical Activities (DAMA) Organization

## منظمة اطباء مساعدون للنشاطات الطبية

### Vacancy Announcement

<b>Vacancy Title</b>	Female Nurse
<b>Number of Posts</b>	1
<b>Type of Contract</b>	Service Contract
<b>Duration of Contract</b>	3 Month (Extendable)
<b>Duty Area(s)</b>	Al-Qayyarah, Nineveh (Aristrip Camp)
<b>Posting Date</b>	21/9/2019
<b>Closing Date</b>	25/9/2019
<b>Recruitment Type</b>	Urgent

#### **ABOUT US:**

Doctors Aid for Medical Activities (DAMA) is a non-profit, non-governmental local Iraqi organization founded in Erbil-Kurdistan region of Iraq under the decree of the directorate of NGOs registration in Kurdistan & the Federal Government of Iraq, on the basis of serving, supporting, and motivating the surrounding community and the internally displaced people in Iraq. DAMA aims to provide high quality medical care to disadvantaged individuals along with spreading awareness on healthy living and disease prevention.

#### **ESSENTIAL JOB DUTIES/SCOPE OF WORK:**

Essential Duties and Responsibilities include the following.

- Provide clinical services according to patients needs and in consultation with doctors
- تقديم الخدمات الطبية حسب احتياجات المرضى وبالتشاور مع الأطباء
- Provide medications as per doctor's orders and enter in register
- تقديم الأدوية حسب أوامر الطبيب وإدخالها في السجل
- Perform all necessary procedures in accordance with internationally accepted standards and practices, especially universal precautions
- تنفيذ جميع الإجراءات اللازمة وفقاً للمعايير والممارسات المقبولة دولياً، وخاصة الاحتياطات العالمية

- Ensure patient investigations are performed in a timely manner and reports are provided to the doctors as soon as available
- تأكد من إجراء تحقيقات المريض في الوقت المناسب وتقديم التقارير إلى الأطباء في أقرب وقت ممكن
- Submit all necessary reports in a timely manner
- تقديم جميع التقارير اللازمة في الوقت المناسب
- Participate in educational sessions for staff and patients as directed by supervisor
- المشاركة في الدورات التعليمية للموظفين والمرضى حسب توجيهات المشرف
- Attend training sessions as required by supervisor
- حضور الدورات التدريبية على النحو المطلوب من قبل المشرف
- Provide training to other staff as requested by supervisor
- توفير التدريب للموظفين الآخرين بناء على طلب المشرف
- Participate in the daily running of the clinic
- المشاركة في الجري اليومي للعيادة
- Collaborate with other departments as needed to ensure smooth implementation and integration of services
- التعاون مع الإدارات الأخرى حسب الحاجة لضمان التنفيذ السلس وتكامل الخدمات
- Adhere to administrative directives with regards to work schedules, record keeping, patient communications, re-stocking of necessary drugs, consumables and other items
- الالتزام بالتوجيهات الإدارية فيما يتعلق بجداول العمل وحفظ السجلات واتصالات المرضى وإعادة تخزين الأدوية اللازمة والمواد الاستهلاكية وغيرها من المواد
- Adhere to DAMA Code of Conduct and internationally accepted humanitarian principles
- لقواعد السلوك والمبادئ الإنسانية المقبولة دولياً DAMA الالتزام بمدونة
- Provide all services to patients free of charge
- تقديم جميع الخدمات للمرضى مجاناً

### **PERSONAL QUALIFICATIONS:**

- Diploma or Bachelors in Nursing
- Minimum 1 year of practical experience (preferable within governmental facilities)
- DoH Nineveh Employee
- Speaks Arabic Fluently
- Comprehensive knowledge of Nursing procedures and tools
- Available 3 days per week.

### **HOW TO APPLY:**

Only motivated candidates that address the stipulated duties and meet requirement qualification will be contacted for an interview and processed according to DAMA Human Resources policies and procedures

DAMA is an equal opportunity employer and reserves the right for all candidates to apply to its vacancies without any discrimination.

For those who have the potential and the job requirements, please send your updated resume (In English) with subject line marked "Female Nurse – Al-Qayyarah" to [jobs.dama.iraq@gmail.com](mailto:jobs.dama.iraq@gmail.com) no later than **(24/9/2019)**.

DAMA reserves the right to recruit any suitable one before the above dead line for application. Only CVs with Word or PDF format will be accepted