

TERMS OF REFERENCE

General Information:

Position:	Nurse for Obstetrics – Gynecology – Family Planning Clinic
Location:	Ha Noi
Duration:	4 years (12 months contract will be signed first and will be considered for extension)
Organization:	The Center for Supporting Community Development Initiatives

Responsibilities:

- Assist the doctor before, during and after the consultation, examination, treatment and management of patient records;
- Manage and maintain equipment, tools, materials and consumable supplies of the clinic;
- Estimate consumable supplies needed for the clinic;
- Other tasks as required by Doctor in charge and Manager;
- Subject to the monitoring and reporting directly to Doctor in charge and Manager.

Qualifications:

- Graduated from medical middle school or higher (preferably having a practising certificate)

Experience and skills:

- Experience working in medical positions (preferably experience working in private clinics);
- Good computer application skills;
- Good communication skills (in Vietnamese and English);

- Ability to work under time and psychological pressure and complete the work within the time limit.

Other Requirements:

- Be open, honest, no discrimination towards vulnerable people;
- Willing to learn;
- Willing to work overtime and at weekend as needed.
- Willing to travel for at most 2 weeks.

SCDI conducts equal employment, regardless of race, gender, sexual orientation, and religion. SCDI encourages members of the vulnerable community to apply for job positions at SCDI.

Salary and Benefits:

- Negotiable salary (depending on the applicant's qualifications and experience).
- Other benefits under the regulations of SCDI.

How to apply

Applications should be sent by email to havu@scdi.org.vn before **May 18th, 2014**, including:

- **CV**
- **Cover letter.**