



## Indira Gandhi Memorial Hospital

Male', Maldives

Number: 137-HR/IUF/2023/46

# **JOB ADVERTISEMENT**

*There is a job vacancy for the following post on contract basis. (Only for Foreigners)*

<b>Designation:</b>	Senior Registered Nurse (Mental Health / Psychiatry)
<b>Job ID:</b>	J-329118 J-329120,
<b>Required Numbers:</b>	02
<b>Grade:</b>	CS11-1
<b>Classification:</b>	Nursing Specialist
<b>Place of Work:</b>	Indira Gandhi Memorial Hospital
<b>Salary:</b>	MVR 10170.00 (Per Month)
<b>Service Allowance:</b>	MVR 235.00 (Per Day)

### **Eligibility Criteria:**

- Bachelor's Degree in General Nursing and Midwifery, **AND**
- Diploma in Nursing Specialty (**Mental Health / Psychiatry**), and
- 02 years' experience in Nursing field (Worked in a 150 bedded hospital within the last one year.)

### **Scope of Work:**

1. Planning for appropriate nursing care Providing nursing care to patients and caring for their physical, mental and social needs with kindness.
2. Reporting abnormalities to doctors in patients coming for medical treatment in the field of psychiatry and notifying a doctor of referrals.
3. Inform patients about the rehabilitation available to them in the field of psychiatry on the advice of doctors
4. Notify the relevant doctors immediately of any emergencies and manage such emergencies until the doctors arrive.
5. Communication between doctors and other departments of the hospital such as laboratory, X-ray in matters relating to patients coming for medical treatment in the field of psychiatry.
6. Resolve patient matters and other matters that occur at the Mental Health Center during non-official hours
7. Supervise the practical part of the training programs conducted by the Faculty of Health Sciences at the Mental Health Centre.
8. Report unusual incidents about patients in the mental health center to the appropriate authority
9. Assist supervisors and managers in formulating nursing policies and monitoring nursing services.
10. In addition, as directed by the manager, perform other office duties related to job responsibilities.

### **Documents to be submitted:**

1. Qualification Certificate
2. Transcript and Mark sheet
3. Country Registration
4. Experience letters (recent one should not be more than 3 months old) – Minimum of 02 years duration

5. Valid IELTS band score 5.5 or its equivalent
6. Certificate of Good Standing (three months' gap should not be there from issued date to till date)
7. Verification Certificate
8. Curriculum Vitae (CV)
9. Passport Copy (Minimum 12 months' Validity)
10. Scanned color passport size photo
11. Filled pre-registration form: [Download](#)
12. IGMH job application form: [Download](#)
13. Police clearance certificate (police certificate) with 3 months validity from the date of issued.

[ If you do not have valid good standing certificate, please attach the request submission slip for these]

- [If you do not have valid Good Standing Certificate / Verification / Police Clearance Certificate, please attach the request submission slip for these documents]

#### **Interview Details:**

Skype Interview for the shortlisted candidates will be held between 05<sup>th</sup> September 2023 to 20<sup>th</sup> September 2023

#### **Criteria for shortlisting the qualified candidates:**

1. Educational Qualifications
2. Work Experience

#### **Shortlisted criteria:**

20 qualified candidates will be shortlisted for the interview.

#### **Selecting the most eligible applicant for the position:**

1. The one who gets the highest marks in the interview process and the Criteria for shortlisting will be the most eligible applicant for the position.

**Application Deadline:** Required documents to be submitted before **13:00 of 04<sup>th</sup> September 2023** to the Human Resource Department of IGMH (11<sup>th</sup> Floor). If you are submitting the application online, our mail address is [application.foreign@igmh.gov.mv](mailto:application.foreign@igmh.gov.mv)

**Note: We will only accept the application with all the required documents mentioned above. Documents must be clearly colour scanned, in one file (PDF format)**

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29<sup>th</sup> August 2023

