



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Radiology Assistant**
Vacancy No. : **IOMRONBO/VN/042/2023**
Duty Station : **Regional Office, Nairobi, Kenya**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **One Year Fixed Term Contract (with possibility of extension)**
Estimated Start Date : **As soon as possible**
Closing Date : **October 18, 2023**

The International Organization for Migration (IOM) is the UN Migration Agency. With 174 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government and civil society to:

1. Assist in meeting the operational challenges of migration and mobility
2. Advance understanding of migration issues
3. Encourage social and economic development through migration; and
4. Uphold the human dignity and well-being of migrants and mobile populations.

IOM is committed to a diverse and inclusive environment. Internal and External candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

IOM's Regional Office for the East and Horn of Africa supports and monitors the following countries: Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, Tanzania and Uganda. Through a team of specialists, the Regional Office supports the development, implementation, monitoring, reporting and evaluation of projects and initiatives undertaken by country offices and regional programmes.

Context:

Under the overall supervision of the Regional Health Assessment Programme Coordinator (RHAPC), the technical supervision of the Regional Radiologist (mPDA), and the direct supervision of the Radiologic Technologist (mPDA), the incumbent will be responsible for duties and responsibilities related IOM Teleradiology Centre at the Medical Processing and Deployment Arrangements (mPDA) in Sub-Saharan Africa. The mPDA unit is tasked to support the

RHAPC in implementing pre-immigration medical examination activities in the region, particularly providing mobile missions and surge support to the country offices, capacity-building of medical personnel, and systematic monitoring and evaluation of the Health Assessment Programme in the region.

Core Functions / Responsibilities:

In particular he/she will:

1. During the mobile mission and in the Migration Health Assessment Centre (MHAC), prepare the daily chest X-ray worklist extracting from the overall health assessment worklist and share the worklist to the IOM radiology unit staff or to the external service provider and accompany the applicants to the radiology service provider for CXR taking if the x-ray is done by external provider.
2. Enter the biodata correctly and timely on x-ray reporting template for immigrants and refugees as needed and save files appropriately or pass to the radiologist as per work arrangement.
3. Verify the identification of immigrants and refugees using original passport or valid ID with photo including name, age and gender to prevent substitution during X-ray taking, and assist in organizing and properly handling the applicants at the radiology reception.
4. Assist the IOM Radiology Technologist or the external radiology service provider in X-ray related counselling, checking pregnancy for female applicants and taking consent or cross checking if consent was taken when the applicant is pregnant.
5. Complete the identity confirmation part of the chest examination in e-Medical website, enter data into Global Software for UK pre-entry TB screening programme, and/or MiMOSA as needed.
6. Assist in providing radiation protection lead shields to applicants, and in case of external service provider, make sure the external service provider uses radiation protection pelvic lead shielding for all applicants.
7. Assist the radiologic technologist in entering the applicant's biodata to the CR/DR machine and ensuring the standard and correct labelling of Chest X-rays by checking the correctness of biodata.
8. When the IOM X-ray service is outsourced to external provider, remind the Radiologic Technologist at the external provider to take technically good quality CXR in accordance with IOM radiology guidelines and the resettlement country technical instructions.
9. Make sure the chest X-rays are completed in a timely manner by the external radiology service provider when the chest X-rays are taken by the external provider and assist in the timely transfer of the chest X-ray images from the external provider to the IOM image server as needed when there is no set up for direct image transfer.
10. Upload the chest X-ray image to e-Medical and MiMOSA websites timely and properly, burn the images on CD or prepare hard copy X-ray documents as needed.
11. Communicate with the Radiologist in the mission or IOM Teleradiology Center for reading the chest X-rays, notify when CXR is done and sent to the server, receive additional view requests, call the applicants, and in coordination with the Radiologic Technologist, make sure the additional views are completed on time.
12. Download the X-ray reports from the radiology system or shared folder where the reports are filed and deliver the report to the panel physicians as needed.
13. Prepare the daily X-ray statistical reports and other necessary Radiology Unit related monthly statistics as needed. Cross check and confirm the correctness of the number of chest X-ray readings by Radiologist as needed.
14. Assist to coordinate with the staff in the mPDA team, the Migrant Health Assessment Centre and IOM country mission, and x-ray machine provider when needed.
15. Participate in organization and preparation of the mobile missions and training sessions when required.
16. Assist IOM radiologic technologist in maintaining optimal workflow, keeping the safety of the machines, keeping track of X-ray consumables and early notification, and in creating client friendly environment in the radiology unit.

17. Contribute to the radiation safety measures in the Radiology Unit by complying to the radiation safety rules and regulations and regularly wearing radiation measuring badges while at work.
18. Travel as needed.
19. Perform any other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in a science field such as computer science, administration, health sciences or related fields; or
- Completed Secondary education.

Experience

- Four years for Secondary education holders and two years for Bachelor degree holder with relevant experience in technical or administrative support, clerical work.
- Knowledge of data management principles;
- At least an intermediate level of MS office skills;
- Knowledge of customer care;
- Knowledge and experience on x-ray related service is an advantage.
- Knowledge and experience in using of different software and medical/digital radiology system applications is advantage.

Skills

- Analytical skills;
- Excellent communication skills;
- Fast and accurate typing;
- Computer skills proficient in Microsoft Office, especially Excel required.

Languages

Fluency in both written and spoken English and Kiswahili is required.
Knowledge of French is an advantage.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators *level 1*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation. Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

How to apply:

Submit cover letter indicating the Position Title & Vacancy Notice Number (**Radiology Assistant-IOMRONBO/VN/042/2023**), and CV with telephone and e-mail contacts including 3 Referees (Supervisors) to: IOM, RO Human Resources Department, via e-mail to ronairobihrdrec@iom.int

Closing Date: 18 October 2023

Only Shortlisted Applicants will be contacted.

NOTE

NO FEE: The International Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process, or training). IOM does not concern itself with information on applicants' bank details.

Posting period:

From: **11.10.2023** to **18.10.2023**