International Organization for Migration (IOM)

The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates

Position Title	:	**Teleradiology Assistant**
Vacancy No.	:	**IOMRONBO/VN/023/2022**
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	:	**July 20, 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 Quality Management & Compliance Officer and the direct supervision of the National Radiology Officer the successful candidate will provide Teleradiology Center users the following services: -

Core Functions / Responsibilities:

In particular he/she will:

1. Timely and properly upload the CXR image of cases bound to Canada, Australia, and New Zealand cases send from panel sites for Teleradiology chest x-ray reading and submitting to eMedical website.

2. Provide identification checking of the CXRs of immigrants and refugees sent to the Teleradiology Center for reading before uploading the image to eMedical to prevent substitution.

3. Provide quick and real-time support to the assigned field country operations using the Teleradiology service through live chat methods and emails for providing general support to the Teleradiology service, information communication on the daily caseload, fast notification of status of cases, correcting chest x-ray bio-data errors, guiding the staff on standard bio-data formats, and coordinating any related issues for reporting purposes.

4. Coordinate with the Teleradiology systems administrators for cases which need system checking and require actions in the Teleradiology systems.

5. Notify the assigned Teleradiology Radiologists when image uploading is complete so that the Radiologists will submit the chest x-ray reports to eMedical system; assist the IOM Teleradiology Radiologist in copying the X-ray reports to eMedical, when required.

6. Ensure all the chest x-rays send from the field operations are read and submitted to the system by checking the data in the Teleradiology systems and eMedical and following up with the respective Radiologists or field operations as required.

7. Prepare the daily summary of statistical reports on chest x-ray readings and eMedical submissions, send the reports to the field operations by email daily, and file the records in Teleradiology Center accordingly.

8. Undertake Daily update of correct records/files in shared folders with complete bio-data in a timely manner.

9. Coordinate with the staff in IOM Teleradiology Center, Migration Health Support unit and Teleradiology support colleagues when necessary, for getting more information and assisting others.

10. Scan, photocopy and file medical documents as required.

11. Provide support during weekends, holidays or outside working hours as well as be a "stand-by" focal person on a rotation basis as may be requested.

12. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Business Administration, Psychology, Science, Information Technology or a related field from an accredited academic institution, with two years of relevant professional experience in an administrative capacity.

  or
- Completed High School diploma from an accredited academic institution, with four years of relevant professional experience.

Experience

- Advanced computer knowledge is an advantage.
- Experience with digital radiology and Teleradiology systems is an advantage.
- Experience in Migration health work, screening health assessments and eHealth/eMedical services is an advantage.

Skills

- Comprehensive computer skills in Microsoft Office especially in Excel.
- Excellent analytical and problem-solving skills.

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 (VN No.), 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: 20 July 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: **07.07.2023** to **20.07.2023**