



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE
Open to Internal and External Candidates

Position Title : **Radiology Assistant – (2 positions)**
VN No : **IOMKCO/VN/033/2023**
Duty Station : **Nairobi, Kenya**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **One Year Fixed Term, with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **19th September 2023**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and External candidates are eligible to apply to this vacancy.

Context:

Under the overall supervision of the - Chief Migration Officer (CMHO) Health and the direct supervision of the - Senior Radiologic technologist, with the guidance of IOM Teleradiology Center/ for technical matters the successful candidate will be responsible for the carrying out the following duties and responsibilities in relation to the Migration Health Assessment Centre (MHAC) in Nairobi , Kenya.

Core Functions / Responsibilities:

1. 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 bio-data 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 website 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. Coordinate with the staff in Migrant Health Assessment Center and IOM country mission, and x-ray machine provider when needed.
15. 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.
16. 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.
17. 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 with two years of experience; or
- Completed Secondary education with four years of experience required.

Experience

- Experience in technical or administrative support, clerical work.
- Computer skills proficient in Microsoft Office, especially Excel required.

- 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

Language

- Fluency in English and Kiswahili is required.

Required Values

Inclusion & respect for diversity

- Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
- Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
- Promotes the benefits of diversity; values diverse points of view and demonstrate this in daily work and decision making.
- Challenges prejudice, biases and intolerance in the workplace.

Integrity & transparency

- Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
- Delivers on commitments; manages the organization's resources reliably and sustainably.
- Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- Maintains impartiality and takes prompt action in cases of unprofessional or unethical behavior.
- Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.

Professionalism

- Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
- Seeks to raise professional standards in self and others through daily work and activities.
- Adapts quickly to change and is decisive and versatile in face of uncertainty.
- Shows self-control and persistence when faced with difficult problems and remains calm in stressful situations.
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Required Competencies

Teamwork

- Establishes strong relationships with colleagues and partners; relates well to people at all levels.
- Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
- Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
- Coordinates own work with that of the team to meet agreed priorities and deadlines

Delivering Results

- Produces quality results and provides quality services to clients.
- Meets goals and timelines for delivery of products or services.
- Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
- Shows understanding of own role and responsibilities in relation to expected results

Managing and Sharing Knowledge

- Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives.
- Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Puts new learning into practice and draws on diverse sources of ideas and inspiration.
- Contributes to the identification of improvements to work processes and assists in implementing them

Accountability

- Accepts personal responsibility for quality and timeliness of work.
- Takes ownership of all responsibilities within own role and honors commitments to others and to the Organization.
- Operates in compliance with organizational regulations and rules.
- Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement

Communication

- Presents information using language and sequence of ideas that is easy for recipients to understand.
- Adapts communication to the recipient's needs, asks questions to clarify, and exhibits interest in having two-way communication.
- Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.
- Listens carefully and genuinely to the views and positions of others; acts on received

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:

Interested candidates are invited to submit their application by sending a Motivation Letter and the updated CV to the email address hrnairobi@iom.int referring to this advertisement.

Closing Date: 19th September 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 05.09.2023 to 19.09.2023