

Job Description

Introduction

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 ensuring a workplace where all employees can thrive professionally, while working towards harnessing the full potential of migration. Read more about IOM's workplace culture at [IOM workplace culture | International Organization for Migration](#)

Internal and external candidates will be considered for this vacancy. For the purposes of this vacancy, internal candidates are defined as staff members holding a regular, fixed-term or short-term graded or ungraded contract, including Junior Professional Officers (JPOs), staff on Special Leave Without Pay (SLWOP), UN Volunteers with at least twelve (12) months of continuous service in IOM, and staff members on secondment/loan released by the Organization, unless otherwise specified in their contract. Staff members holding a regular, fixed-term or short-term graded contract will not retain their contract type if appointed to an ungraded position.

Organizational Context and Scope

Under the overall supervision of the Chief of Mission and the direct supervision of the Chief Migration Health Officer, and with the technical guidance from IOM Teleradiology Center the successful candidate will be responsible for processing screening X-ray of the refugees and immigrants in the IOM Health Assessment Programme, and will specifically carry-out the following duties and responsibilities

Responsibilities

1. Take good quality chest X-ray images of migrants as requested by Physicians and/or Radiologist in accordance with IOM and international radiographic standards and resettlement countries technical instructions. Take the appropriate additional chest X-ray views using the standard procedures, when requested.

2. Explain the X-ray examination procedures to applicants and answer questions. Prepare equipment's and examination rooms for use, perform proper ID checking, correct biodata entry to CR/DR machines and standard labelling of the radiographic images avoiding substitutions.
3. Apply proper radiographic techniques and radiation protection procedures during X-ray taking, including providing pelvic lead shielding for all, double wrap-around lead shielding for pregnant woman, positioning of applicants, collimation of X-ray beam, and use of proper X-ray exposure factors, and monitoring of applicants during the examinations.
4. Perform proper processing of digital images on CR/DR machine, review the image quality and repeat when the image quality is not acceptable. Report important/urgent information to Radiologists and/or Physician.
5. Contribute to maintaining consistently high-quality chest X-rays in the Radiology Unit through proper utilization of radiographic techniques, checking and correcting technical quality of the images, adherence to technical requirements of resettlement countries and training of staff involved in chest X-ray taking. Take the role of quality assurance focal person for the X-ray Unit, as needed.
6. Participate in ensuring the overall radiation safety of the applicants, staff and the public by applying the standard radiation protection rules and regulations, regularly wearing personal radiation measurement badges, assisting the reading of the personal radiation monitoring badge, performing the duties of radiation protection focal person and communicating with the respective authorities, as needed.
7. Take part in the regular and timely quality assurance of the CR/DR X-ray machines through proper handling of machines and regular checking of equipment performance and reporting of issues immediately. Contact external and internal technical service providers regarding maintenance service and repair of the X-ray equipment as needed.
8. Contribute to optimizing the workflow in the Radiology Unit through applying regular quality control and improvement of the standard operating procedures including identification procedures and correctness of data entry to ensure quick, correct, and smooth X-ray processing and timely delivery of chest X-ray images and reports.
9. 9.Prepare daily worklists, barcodes, check the identity of applicants, radiographic counselling, uploading digital Chest X-rays images to e-Medical website, and/or burning images on CDs.
10. 10.Prepare statistical summary reports on operational activities of the Radiology Unit, document another information and properly keep records as needed.
11. 11.Communicate with the Radiologist and/or Teleradiology Centers for the reading of the chest X-rays, take the role of the Country Office's focal person for coordinating the radiology chest X-rereading workflow and provide the chest X-ray reports to the panel physicians as needed.
12. Contribute to implementing infection control measures and maintaining a tidy and neat work environment in the Radiology Unit.
13. Suggest additional measures to improve the quality, speed or safety of the radiological procedures as needed.
14. 14.Perform any other duties as may be assigned.

Qualifications

Required Qualifications and Experience

Education

- Bachelor's degree from an accredited academic institution in Radiologic Technology.
- A valid license to practice Radiography, if applicable.

Experience

- Three years working experience in radiography, especially Chest X-Ray.
- Knowledge and experience of radiographic techniques;
- Knowledge and experience in radiographic procedure, radiologic safety, and quality management process;
- Knowledge on digital machine.
- Knowledge and experience in radiology information systems and Picture archiving and communication systems.
- Experience in screening chest X-ray and Health Assessment Programs.
- Certificate in the specialized training in thoracic radiology an advantage
- Certificate in the Cardiothoracic imaging course an advantage
- Certificate in the Teleradiology course an advantage
- Certificate in Artificial Intelligence in Medical Imaging an advantage
- Certificate in Quality Assurance and Regulatory Compliance training an advantage
- Certificate in PACS (Picture Archiving and Communication System) Training an advantage
- Proven experience in screening CXR reading an advantages

Skills

- Leadership skills (desirable);
- Organizational skills;
- Communication skills.
- Good computer skill, especially in Microsoft Excel.

Languages

REQUIRED

Good communication skills in writing and spoken English

DESIRABLE

Working knowledge of French is added Advantage

Required Competencies

IOM's competency framework can be found at this [link](#). Competencies will be assessed during the selection process.

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

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – behavioural indicators

- **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 actions and delegated work.

- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

Managerial Competencies – behavioural indicators (applicable only if with direct reports)

- **Leadership:** Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.