OPEN TO INTERNAL AND EXTERNAL APPLICANTS

<table>
<thead>
<tr>
<th>Position Title</th>
<th>National Radiology Officer (Teleradiology)</th>
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<tr>
<td>Organizational Unit</td>
<td>Migration Health Division</td>
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<tr>
<td>Duty Station</td>
<td>Manila (Global) Administrative Centre</td>
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<tr>
<td>Classification</td>
<td>National Officer/NO-C</td>
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<tr>
<td>Type of Appointment</td>
<td>One-Year Fixed-Term (with possibility of extension)</td>
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<tr>
<td>Estimated Start Date</td>
<td>As soon as possible</td>
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<tr>
<td>Closing Date</td>
<td>26 September 2017</td>
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<tr>
<td>Reference Code</td>
<td>VN No. 078/2017</td>
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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.

**CONTEXT**

The IOM Global Teleradiology and Quality Control Centre, established in 2012, supports IOM migration health operations and non-IOM panel clinics worldwide through different services and programs such as Teleradiology quality control and primary CXR reading services, second opinion reading, radiological technical support, guidelines, and trainings.

Under the direct supervision of the IOM Global Radiology Coordinator and the Director, Manila (Global) Administrative Centre for administrative issues, the successful candidate will be responsible and accountable for the implementation and delivery of Teleradiology Services through the use of the different Teleradiology activities. He or she will also be directly involved in reporting of chest radiographs of Migrants and refugees from IOM MHD field operations and non-IOM panel sites from different parts of the world under the different health assessment programmes.
CORE FUNCTIONS / RESPONSIBILITIES

1. Lead the MHD Teleradiology primary reading services, coordination with the Global Radiology Coordinator. Ensure accurate, timely and efficient and smooth primary reading operations are performed by the consultant Radiologists.

2. Develop and implement internal monitoring mechanism of the radiology reports to ensure and regularly update the quality of the service.

3. Guide the Radiologists regarding their queries on primary reading service.

4. Review and correctly interpret the digital screening chest X-rays (CXRs) using the tele-radiology systems.

5. Identify radiological signs of TB and other incidental findings in accordance with the technical guidelines of the resettlement countries. Compare the current with previous CXR findings and document the change, for cases with follow-up radiographs.

6. Analyze the quality of chest radiographs to meet optimal diagnostic criteria and the required standards. Request for repeat CXR when the CXR is suboptimal and for additional view when needed. Recommend for further imaging by documenting in the system when needed.

7. Manage the eMedical website through the submission of the CXR reports to for Canada and Australia cases and UKTB global website for reporting cases under UKTB programme.

8. Guide the radiographers and the medical clerks on the different country operations X-ray units for optimizing the CXR quality, timely eMedical completion, and delivery of the reports.

9. Provide regular internal monitoring of the CXR readings, through double reading of sample of CXRs already read by the primary radiologists, and provide regular feedback and advice.

10. Review and analyze the queries and feedback from Panel physicians on the CXR reports. Discuss and explain the findings of the CXR images, and if correction is needed, revise the reports accordingly.

11. Coordinate with the Global Radiology Coordinator regarding second opinion on chest x-ray readings for clarifying suspicious CXR findings, and for addressing any service process concerns and any related issues in the unit.

12. Ensure that the radiological reporting process is fraud less. Participate in internal and external image quality and CXR reports quality control (QC) and quality assurance (QA) measures.
13. Provide second opinion confirmatory for CXR reading requests coming from different IOM field operations globally when needed.

14. Participate in the process of the IOM global Teleradiology QC control CXR reading and analysis

15. Develop radiology guidelines, SOPs and training materials in coordination with the Global Radiology Coordinator.

16. Supervise the Teleradiology service assistants. Ensure observance of the daily smooth primary reading coordination, workflow and timeliness.

17. In coordination with the Global Radiology Coordinator and consultant radiologists, prepare the weekly IOM Teleradiology radiologists duty schedule according to the caseload and the timing of the image transfer from local missions.

18. Assist in the preparation of radiological presentations and quarterly/yearly reports, and other MHD publications and reports produced by the Center.

19. Assist in reviewing the monthly report of Teleradiology primary reading and quality control analysis stat reports prior to submission to the country operations and resettlements countries, and cooperate in CXR related statistical works.

20. Participate in regular radiologist staff training, image viewing sessions and internal feedback to consultant radiologists to main the quality of the Teleradiology service and staff capacity building.

21. Arrange and make sure back up radiologist is available for the service when going on leave. If needed, assist in establishing and training backup local radiologists.

22. Perform other related tasks as may be assigned.

REQUIRED QUALIFICATIONS AND EXPERIENCE

Education

- Degree in Doctor of Medicine (MD) or University degree in Medicine from an accredited academic institution plus Master’s Degree (or specialization) in Radiology with five years of relevant professional experience;
- Board certification is required.
Experience

- Excellent knowledge of the natural history, radiological and clinical presentation of tuberculosis;
- Excellent experience in data analysis and management;
- Proficient in using digital radiology systems including DICOM viewing software, PACS system and high resolution monitors and Teleradiology systems and other related software, equipment and tools;
- Excellent experience in quality radiology assurance services and in writing guidelines and training materials;
- Experience in interpretation of screening CXR an advantage;
- Experience in staff administration and management;
- Previous experience in doing CXR reporting for different resettlement countries an advantage.

Languages

Fluency in English is required. Working knowledge of French and/or Spanish an advantage.

REQUIRED COMPETENCIES

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms;
- Client Orientation – works effectively well with client and stakeholders;
- Continuous Learning – promotes continuous learning for self and others;
- Communication – listens and communicates clearly, adapting delivery to the audience;
- Creativity and Initiative – actively seeks new ways of improving programmes or services;
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others;
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter;
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation;
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.
**HOW TO APPLY**

In order for an application to be considered valid, IOM will only accept applications which should include a cover letter (not more than one page) and résumé highlighting the required education and experience or a duly completed IOM Personal History Form. To access the form, please visit [https://www.iom.int/countries/philippines/general-information](https://www.iom.int/countries/philippines/general-information).

Interested applicants may send their applications to hrmanila@iom.int not later than **26 September 2017**. Position title and VN Number should be specified in the SUBJECT field.

Philippine citizen or foreign national with valid work permit/visa can apply. Applications from qualified female candidates are especially encouraged.

Only short-listed candidates will be invited for an interview.

**Posting Period:**

From 12.09.2017 to 26.09.2017

Requisition: VN 078/2017 – National Radiology Officer (Teleradiology) (NO-C)
Posting Channel: For Internal and External Candidates
Date created: DPG 11 September 2017
WBS: MI.0001.PH98.11.03.001; MH.0046.PH98.11.03.001