OPEN TO INTERNAL AND EXTERNAL APPLICANTS

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Teleradiology Research Assistant</th>
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<tr>
<td>Organizational Unit</td>
<td>Migration Health Division (MHD)</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>General Service Staff/G-6</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>13 December 2016</td>
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<tr>
<td>Reference Code</td>
<td>VN No. 079/2016</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

Under the direct supervision of the Global Radiology Coordinator managing the Global Teleradiology and QC Center in Migration Health Division (MHD)-MAC, the successful candidate will be responsible for the overall data management and research related works in the Center.

CORE FUNCTIONS / RESPONSIBILITIES
1. Regularly gather data information from IOM Teleradiology Primary application database systems, organize the data, analyses results and reports using various variables including radiology services, radiology TB and quality indicators and share to respective country operations for confirmation, to resettlement countries as needed, and to finance unit for financial booking.

2. Prepare the routine daily, monthly and quarterly summary of Teleradiology Primary reading and QC control x-ray reading statistical reports, and eMedical submissions and file the records accordingly for different purposes.

3. Monitor the QC application for timely auto sampling of images, and list of discrepant cases to be regularly coordinated back to missions, and organize the Teleradiology data on the quality control process and analyze the agreement and kappa results, and in coordination with the Global radiology Coordinator or the assigned Quality control radiologist regularly communicate the results with country operations.

4. Provide timely and regular data monitoring, cleaning and validation of Teleradiology system datasets.

5. Seek opportunity to streamline reporting of Teleradiology information across groups and create graphs and relevant metrics to better convey data and identify trends.

6. Assist in setting the requirements for the development of comprehensive Teleradiology reporting databases for well-organized data management, reporting and research system in IOM Teleradiology Center.

7. In Coordination with the Global radiology coordinator, complete yearly annual reports, Conduct radiology survey and assist in radiology related advance research as needed.

8. Compile data for other affirmative action reporting and analysis; and respond to other various reporting requests.

9. Assist in preparing training materials and conducing training to the staff in the Teleradiology Center and IOM field operation on data management statistical analysis, and writing reports

10. Communicate with IOM field country operations and non-IOM panel sites for information communication, notification, correcting bio-data errors, guiding the staff on standard bio-data formats and reporting purposes.

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

12. Coordinate and assist the staff in IOM Teleradiology Center in any data related matter as needed

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

14. Perform such other duties as may be assigned.

**REQUIRED QUALIFICATIONS AND EXPERIENCE**

**Education**
- Completed university degree in Bio-statistics, public health research, Business Administration, Information Technology, Finance, Accounting or a related field from an accredited academic institution, with four years of relevant professional experience;
- Completed high school degree from an accredited academic institution, with six years of relevant professional experience.

**Experience**
- Relevant work experience in health data management and data analysis, quality assurance, use of databases and software applications, and statistical record keeping capacity;
- Advanced analytical and critical thinking skill;
- Proficient in a Microsoft Office environment, including extensive use of Microsoft Excel Word, PowerPoint and comfort with learning new software and project reporting tools;
- Demonstrated ability to analyse data, detect meaningful trends and patterns, and communicate findings;
- Experience and knowledge in Migration health work, screening health assessments eMedical services preferred;
- Experience with digital radiology and Teleradiology dataset systems, 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 13 December 2016. 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:**


Requisition: VN 079/2016 – Teleradiology Research Assistant (G-6)
Posting Channel: For Internal and External Candidates
Date created: DPG 25 November 2016