



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Data Reporting Assistant (Teleradiology)**
Vacancy No. : **IOMRONBO/VN/014/2023**
Duty Station : **Regional Office, Nairobi, Kenya**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **One Year Fixed Term Contract (with possibility of extension)**
Estimated Start Date : **As soon as possible**
Closing Date : **April 17, 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:

The IOM Africa Teleradiology and QC Center based in Kenya provides regional Teleradiology services and technical support to field operations with a purpose to optimize the IOM Radiology services.

Under the direct supervision of the Regional Radiology Coordinator and technical guidance from the Regional MH Data Reporting Officer, and overall supervision of the Regional Health Assessment Programme Coordinator, the

successful candidate will provide the regular data reporting for IOM Teleradiology Center and will specifically handle the following duties and responsibilities:

Core Functions / Responsibilities:

In particular he/she will:

1. Regularly gather data information from IOM Teleradiology applications reporting systems, and other systems, organize the data, analyze results and reports using various variables including radiology services, radiology TB, quality indicators and others as required by the Center.
2. Prepare the routine daily, monthly quarterly, and yearly stat summary of Teleradiology x-ray reading statistical reports and eMedical submissions and file the records accordingly for different purposes.
3. In coordination with the Regional Radiology Coordinator and the Radiologist assigned for quality control, organize, and summarize the Teleradiology quality control program data, and analyze agreement and kappa results and regularly communicate with country operations.
4. Provide timely and regular data cleaning and validation of the different 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. Explore on software, or applications (example PowerBi) to make the data display coherent, visually immersive, and interactive on selected and agreed indicators.
6. Complete annual activity reports of the Center, compile data for other affirmative action reporting and analysis; respond to other various reporting requests.
7. Update the daily records/files in shared folders with complete and correct biodata and in a timely manner.
8. Communicate with IOM field country operations and non-IOM panel sites for information communication, notification, correcting data errors, guiding the staff on standard bio-data formats and reports.
9. Coordinate with the Teleradiology systems administrators for cases which need Teleradiology system checking, fixing issues and other actions in the Teleradiology systems.
10. Coordinate with the staff in IOM Teleradiology Center and Migration Health Support unit and ICT units when necessary.
11. Provide support during weekends, holidays or outside working hours as well as “stand-by” focal 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 Biostatistics, Pure mathematics, Information Technology or any other related field from an accredited academic institution, with three years of relevant professional experience preferably in administrative capacity or;
- Completed High School degree from an accredited academic institution, with five years of relevant professional experience.

Experience

- Experience and skill in use of statistical package including STATA, R, Power BI and/or others
- 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.

Skills

- Proficient in a Microsoft Office environment, including extensive use of Microsoft Excel Word, PowerPoint and comfortable with learning new software and project reporting tools.
- Advanced analytical and critical thinking skill.

Languages

Required: For all applicants, fluency in English and Kiswahili is required (oral and written). Working knowledge of French; and/or any other UN Official language is advantageous.

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.
- 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 *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 actions 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 ronairobihdrec@iom.int

Closing Date: 17 April 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: **04.04.2023** to **17.04.2023**