



International Organization for Migration (IOM)
The UN Migration Agency

SPECIAL VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **IT Assistant (Teleradiology and PACs Systems Assistant)**
Vacancy Number : **IOMRONBO/SVN/009/2022**
Duty Station : **Regional Office, Nairobi, Kenya**
Classification : **General Service Category, Grade G5**
Type of Appointment : **Special Short Term Contract, (6 months with possibility of extension)**
Estimated Start Date : **As soon as possible**

Closing Date : **21 August, 2022**

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 work 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, United Republic of 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.

Under the overall supervision of the National Radiology Officer and under the direct supervision of the Senior Teleradiology and PACS Systems Administrator, the incumbent will provide technical and user support to the Teleradiology Unit of Migration Health Division of the Regional Office - Nairobi, and other missions in the region:

Core Functions / Responsibilities:

In particular he/she will:

1. Assist in technical support and troubleshooting of bio-data and system errors for Picture Archiving Communication System (PACS) and Teleradiology.
2. Assist in writing and maintaining documentation, like users' instructions, manuals and technical support guide to be used by the Nairobi IOM Teleradiology Center.
3. Monitor Teleradiology PACS software, databases and various Teleradiology services in Nairobi regional PACS hub.
4. Provide support installing Teleradiology server hardware, Databases and PACS software's under the guidance of the National Radiology Officer as applicable.
5. Troubleshoot Teleradiology networks
6. Assist with technical preparation of IOM Teleradiology service to the new field locations in the Africa region, in coordination National Radiology Officer as applicable.
7. Assist the National Radiology Officer with technical issues that arise.
8. Provide general assistance in developing, testing and maintaining reports in Teleradiology Structured Query Language (SQL) Reporting Services.
9. Keep track of the submission of the Chest X-rays and the reports to the Australia and Canada eMedical websites when required.
10. Check the replication of data from PACS servers in the Africa region.
11. Detect, diagnose and resolve any hardware, software or connectivity problem.
12. Provide support during weekends, holidays or outside working hours as well as act as a "stand-by" focal person on a rotation basis upon request.
13. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Completed University Degree in Information Technology, Computer Science or Engineering or a related field from an accredited academic institution with 3 years' relevant professional experience.
- or;
- High School Certificate with training in Information Technology, Computer Science or Engineering or a related field from an accredited academic institution with 5 years of relevant professional experience.

Experience

- Minimum of four years of relevant work experience mainly in administrative support roles;
- Experience with digital radiology and Tele-radiology. The understanding of the public health industry is an advantage;
- Experience in systems analysis and design techniques, testing and documentation required.

Skills

- Strong software development skills; strong skills in SQL development, database integration with web-based applications are advantageous;

Languages

Required: Fluency in English and Kiswahili is required. 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

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

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 action 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:

Interested candidates should submit CV and a cover letter indicating the **Special Vacancy Notice Number (SVN No.)**, **Position Title** and the **Duty Station** with three professional referees and their contacts (both email and telephone) to: ronairobihrdrec@iom.int

Closing Date: 21 August 2022

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 08.08.2022 to 21.08.2022