

## Open to Internal and External Candidates

Position Title : **Radiographer**  
Duty Station : **Cairo, Egypt**  
Classification : **General Service Staff, Grade G4**  
Type of Appointment: **One Year Fixed Term with possibility of extension**  
Estimated Start Date: **As soon as possible**  
Reference Code : **VN-CAI/2018/20**  
Closing Date : **June 20, 2018**

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.

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.

### **Context:**

Under the supervision of the Chief Medical Officer for technical matters, and the Chief of Mission in IOM Egypt for administrative matters, the successful candidate will be responsible to support the Health Assessment Programs through activities related by performing the X-rays and providing the relevant clerical support. In particular, s/he will:

### **Core Functions / Responsibilities:**

1. Carry out X-ray imaging of the migrants/Immigrants following the technical instruction of the health authorities of migrant receiving countries, and those of the Egyptian Ministry of Health (MoH),
2. Assist the Mecca Medical Centre staff in carrying out X-ray imaging of the migrants following the technical instruction of the health authorities of migrant receiving countries, and those of the Egyptian Ministry of Health (MoH) in scenarios when Xrays have to be done in Mecca medical Centre.
3. Liaise with Manila Teleradiolog centre for the reporting of images. Receive the reports, share with MHP's and complete the process of radiology.
4. Perform processing of digital images on CR/DR machine, and setting the same images to the IOM PACS server.
5. Ensure consistently high quality chest X-ray (CXR) imaging by correcting the quality of the images, both related to the positioning, penetration or adequate inspiration; to adhere to the technical requirements.
6. Support the Migration Health Assessment Center (MHAC) in Cairo by registration of applicant in MiMOSA and eMedical.
7. Assist with counselling / consenting before the medical examination and pre-departure medical screenings, especially in respect to the pregnant ladies.

8. Contact the applicants and request their presence back in MHAC in case of request for an additional view by the Radiologists.
9. Burn CXR images on CDs, uploading digital CXR images to eMedical and ensuring proper record keeping, as per the MHAC's protocols. .
10. Monitor that regular and timely maintenance of the CR/DR machines, as well as the analogue X-ray machine is done and documented.
11. Strictly follow the radiation safety measure both for applicants and the staff.
12. Implement infection control measures and ensure tidy and neat work environment for the radiology work.
13. Serve as a focal point for MHD in the country operation for radiology related issues, and support the region / travel when needed.
14. Perform such other activities as requested by the supervisors.

### **Required Qualifications and Experience:**

- **Education:** Diploma in Medical Technology in Diagnostic Radiology, preferably Degree from accredited institute.
- **Experience:** Two years of working experience in radiography, especially CXR, and one year working experience in computed/ digital radiography.
- **Others:** Good computer skill is essential, highly developed sense of responsibility, ability to work under pressure with minimal supervision, highly developed sense of team work & ability to communicate effectively and work harmoniously with internal and external colleagues.

### **Technical**

- Sound to deal with latest radio-graphical developments.
- Comfortable to use Information, communication and technology related with daily work.
- Basic understanding of Electronic Health Record System related to radiography such as PACS.

### **Languages**

Fluent in **Arabic & English**.

### **Required Competencies**

#### **Accountability**

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

#### **Client Orientation**

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments and setbacks

#### **Continuous Learning**

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills

- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

#### **Communication**

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

#### **Creativity and Initiative**

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

#### **Leadership and Negotiation**

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests
- Articulates vision to motivate colleagues and follows through with commitments

#### **Performance Management**

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

#### **Planning and Organizing**

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

#### **Professionalism**

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

#### **Teamwork**

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

### **Technological Awareness**

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

### **Resource Mobilization**

- Establishes realistic resource requirements to meet IOM needs

### **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.

Only candidates residing in either the country of the duty station or from a location in a neighboring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighboring country located within commuting distance, and work permit, as applicable.

### **How to apply:**

Interested candidates are invited to submit their **application** and **cover letter** not later than **Wednesday, the 20<sup>th</sup> of June 2018**, at **17:00** O'clock, **Cairo** time on [www.egypt.iom.int](http://www.egypt.iom.int)

In addition, please note that only the applications which would have been duly done, and which would have been submitted and received through IOM website within the announced time frame would be valid & considered for the announced vacancy.

Kindly note that for efficiency reasons, only shortlisted candidates will be contacted.