

Job Description

Introduction

Established in 1951, IOM is a Related Organization of the United Nations and the leading UN agency in the field of migration. Working closely with governmental, intergovernmental and non-governmental partners, IOM promotes humane and orderly migration for the benefit of all. It saves lives and protects people on the move, drives solutions to displacement, and facilitates pathways for regular migration, while providing services and advice to governments and migrants.

IOM is committed to fostering a respectful, inclusive and supportive workplace where all employees can thrive professionally and feel valued. By creating such an environment, IOM aims to better harness the full potential of migration and strengthen its support to people on the move.

IOM invites candidates from diverse backgrounds to apply and provides reasonable accommodation throughout the recruitment process when required. Learn more about IOM's workplace culture at [IOM workplace culture | International Organization for Migration](#)

Project Context and Scope

This consultancy is designed as a continuous support function (tasks-based) to proceed screening X-ray of the refugees and immigrants in the IOM Health Assessment Programme, and will specifically carry-out the following duties and responsibilities in MHAC Unit

IOM Guinea Country Office

Working arrangement:

The consultant will work under the direct supervision of (the Senior Radiologic Technologist, IOM Radiologist or the Chief Migration Health Officer), and with the technical guidance from IOM Teleradiology Center and the overall supervision of the Chief of Mission for administrative matters and will specifically carry-out the following duties and responsibilities:

Organizational Department / Unit to which the Consultant is contributing

Under the direct supervision of (the Senior Radiologic Technologist, IOM Radiologist or the Chief Migration Health Officer), and with the technical guidance from IOM Teleradiology Center and the overall supervision of the Chief of Mission for administrative matters and will specifically carry-out the following duties and responsibilities:

Responsibilities

Tasks to be performed under this contract

1. Take good quality chest X-ray images of migrants as requested by Physicians and/or Radiologist in accordance with IOM and international radiographic standards and resettlement countries technical instructions. Take the appropriate additional chest X-ray views using the standard procedures, when requested.
2. Explain the X-ray examination procedures to applicants and answer questions. Prepare equipment's and examination rooms for use, perform proper ID checking, correct biodata entry to CR/DR machines and standard labelling of the radiographic images avoiding substitutions.
3. Apply proper radiographic techniques and radiation protection procedures during X-ray taking, including providing pelvic lead shielding for all, double wrap-around lead shielding for pregnant woman, positioning of applicants, collimation of X-ray beam, and use of proper X-ray exposure factors, and monitoring of applicants during the examinations.
4. Perform proper processing of digital images on CR/DR machine, review the image quality and repeat when the image quality is not acceptable. Report important/urgent information to Radiologists and/or Physician.
5. Contribute to maintaining consistently high-quality chest X-rays in the Radiology Unit through proper utilization of radiographic techniques, checking and correcting technical quality of the images, adherence to technical requirements of resettlement countries and training of staff involved in chest X-ray taking. Take the role of quality assurance focal person for the X-ray Unit, as needed.
6. Participate in ensuring the overall radiation safety of the applicants, staff and the public by applying the standard radiation protection rules and regulations, regularly wearing personal radiation measurement badges, assisting the reading of the personal radiation monitoring badge, performing the duties of radiation protection focal person and communicating with the respective authorities, as needed.
7. Take part in the regular and timely quality assurance of the CR/DR X-ray machines through proper handling of machines and regular checking of equipment performance and reporting of issues immediately. Contact external and internal technical service providers regarding maintenance service and repair of the X-ray equipment as needed.
8. Contribute in optimizing the workflow in the Radiology Unit through applying regular quality control and improvement of the standard operating procedures including identification procedures and correctness of data entry to ensure quick, correct, and smooth X-ray processing and timely delivery of chest X-ray images and reports.
9. Prepare daily worklists, barcodes, check the identity of applicants, radiographic counselling, uploading digital Chest X-rays images to e-Medical website, and/or burning images on CDs.

10. Prepare statistical summary reports on operational activities of the Radiology Unit, document any other information and properly keep records as needed.
11. Communicate with the Radiologist and/or Teleradiology Centers for the reading of the chest X-rays, take the role of the Country Office's focal person for coordinating the radiology chest X-ray reading workflow and provide the chest X-ray reports to the panel physicians as needed.
12. Contribute in implementing infection control measures and maintaining a tidy and neat work environment in the Radiology Unit.
13. Suggest additional measures to improve the quality, speed or safety of the radiological procedures as needed.
14. Perform any other duties as may be assigned..

Performance Indicators

- Proceed screening X-ray of the refugees and immigrants in the IOM Health Assessment Programme,
- Specifically carry-out the following duties and responsibilities in MHAC Unit IOM Guinea Country Office

Qualifications

Required Qualifications and Experience

Education

- Bachelor's degree or Diploma from an accredited academic institution in Radiologic Technology in countries where the scope of responsibilities are fulfilled according to national regulations.
- A valid license to practice Radiography, if applicable.

Experience

- Three years for Bachelor degree holder and Five years for diploma holders working experience in radiography, especially Chest X-Ray.
- Knowledge and experience of radiographic techniques;
- Knowledge and experience in radiographic procedure, radiologic safety,
- and quality management process;
- Knowledge on digital machine.

- Knowledge and experience in radiology information systems and Picture archiving and communication systems.
- Experience in screening chest X-ray and Health Assessment Programs.

Skills

- Leadership skills (desirable);
- Organizational skills;
- Communication skills.
- Good computer skill, especially in Microsoft Excel

Languages

REQUIRED

- For this position, fluency in French is required (oral and written).
- Knowledge English and local language is an advantage

Travel Required

- Travel within Guinea may be required depending on operational needs.

For this consultancy, TO COPY-PASTE FROM POSTING DESCRIPTION

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Required Competencies

IOM's competency framework can be found at this [link](#). Competencies will be assessed during the selection process.

Values - all IOM staff members must abide by and demonstrate these five 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

- **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.