



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

Position Title	<b>National Data Analysis Officer (Teleradiology)</b>
Grade	<b>NO-A</b>
Duty station	<b>Manila (Global) Administrative Centre (MAC)</b>
Location	<b>Manila</b>
Job classification	<b>National Officer</b>
Type of Appointment	<b>Fixed term, one year with possibility of extension</b>
Duration of Assignment	<b>Fixed term, one year with possibility of extension</b>
Salary	<b>Php 1,195,132.00 per annum net of taxes</b>
Closing date	<b>20 Mar 2023</b>

*Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 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.

### **Context**

Under the overall supervision of the Director of Manila administrative Center, and direct supervision of the Senior Global Radiology coordinator; and, in collaboration with Teleradiology team, relevant units at MAC and field missions, the successful candidate will be responsible and accountable for coordinating the Teleradiology data reporting functions in in IOM Global Teleradiology and QC Center.

### **Core Functions / Responsibilities**

1. Coordinate the data monitoring, data cleaning, data processing and analysis for reporting purposes. Provide recommendations and guidance to relevant colleagues to improve quality and consistency of data collected.
2. Review, and provide technical guidance to the routine stat reports prepared by the data reporting assistant, such as the monthly, quarterly and the annual Teleradiology primary and QC reports as well the regular performance assessment reports and other related reports, as well as cover the work as need, to ensure efficient and timely Teleradiology regular reports and monitoring,
3. Regularly gather and compile data from IOM Teleradiology applications database and reporting systems, organize data, analyze, and prepare regular statistical reports, and share to respective country operations for confirmation, to finance unit for financial booking, respond to other reporting requests and queries.

4. Coordinate with ICT application unit for the development and further enhancement of the different Teleradiology reporting systems by compiling the technical organization of the requirements of Teleradiology reporting, preparing the dataset and enhancing the new Teleradiology data variables, and stat reporting templates (graphs and tables), as well as testing, reviewing the draft and providing proper feedback and follow up, in order to ensure organized and advanced data management and reporting systems.
5. Monitor the Global Teleradiology Quality control process, coordinate the discussion of QC discrepant cases between the focal radiologists and the QC monitoring radiologist, and analyze the agreement and kappa results in coordination with the Global radiology Coordinator, regularly communicate the results with country operations.
6. Prepare training materials, in coordination the global radiology coordinator, and conduct training to the staff in the Teleradiology Center as well as IOM field operation on data management, statistical analysis, and writing reports, and contribute to the enhancement of staff capacity on data quality and reporting systems.
7. Coordinate with the Teleradiology system administrators, the ICT development unit and other respective IOM field country operations and non-IOM panel sites for Teleradiology data related fixes and enhancements, sharing reports and responses, assist and guide the Telerad assistants and the other staff in IOM Teleradiology Center in any data related matter as needed.
8. In coordination with the Global radiology coordinator, prepare statistical analysis plans, and conduct data collection and participate in data analysis for radiology related research studies such as radiology survey and operational research studies, as well as assist in writing, editing, and formatting knowledge products (summary reports, factsheets, poster presentations, research reports, etc.) based on result of Teleradiology data analysis.
9. Perform such other duties as may be assigned.

## **Education**

- Completed Master's or equivalent or higher degree in Biostatistics, Public health research, Epidemiology, or a related field from an accredited academic institution,
- Completed university bachelors in Biostatistics, Statistics, public health research, Epidemiology, or a related field from an accredited academic institution, with two years of relevant professional experience in data management and health research.

## **Experience**

- Relevant work experience in health data management and data analysis, quality assurance, and use of databases and software applications,
- Experience and knowledge in implementation and use of data visualization tool such as Power BI.
- Experience and knowledge in Migration health work, screening health assessments an advantage.
- Experience with digital radiology and Teleradiology dataset systems, an advantage.
- Knowledge and skill on use of statistical package such as STATA and/or R mandatory.
- Demonstrated ability to analyze data, detect meaningful trends and patterns, and communicate findings.
- Proficient in a Microsoft Office environment, including extensive use of Microsoft Excel, Word, PowerPoint and comfort with learning new software and project reporting tools.
- Advanced analytical and critical thinking skill

## **Languages**

For this position, fluency in English is required. Knowledge of a second official UN language is desirable.

## **Values**

- Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
- Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
- Promotes the benefits of diversity; values diverse points of view and demonstrate this in daily work and decision making.
- Challenges prejudice, biases and intolerance in the workplace.

### **Integrity & transparency**

- Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
- Delivers on commitments; manages the organization's resources reliably and sustainably.
- Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- Maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour.
- Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.

### **Professionalism**

- Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
- Seeks to raise professional standards in self and others through daily work and activities.
- Adapts quickly to change and is decisive and versatile in face of uncertainty.
- Shows self-control and persistence when faced with difficult problems, and remains calm in stressful situations.
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

## ***Core Competencies***

### **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.

### **Managing and sharing knowledge**

Continuously seeks to learn, share knowledge and innovate.

### **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.

---

## ***Managerial Competencies***

## **Leadership**

Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision. Assists others to realize and develop their potential.

## **Empowering others & building trust**

Creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.

## **Strategic thinking & vision**

Works strategically to realize the Organization's goals and communicates a clear strategic direction.

## ***How to apply***

Interested applicants may send their applications to **hrmanila@iom.int** no later than **20 March 2023**. VN Number and Position Title (**VN 101/2022 - National Data Analysis Officer (Teleradiology)**) should be specified in the SUBJECT field.

IOM welcomes applicants from qualified individuals, irrespective of their race, religion, skin, color, nationality, age, disability status, ancestry, sex, sexual orientation, gender identity or expression, marital status, family structure, mental health status, or any other characteristic.

Only shortlisted candidates will be contacted and an offer will be made following the confirmation of funding.