



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

Position Title	<b>Teleradiology and PACS Systems Assistant (2 Vacancies)</b>
Grade	<b>G-5</b>
Duty station	<b>Manila (Global) Administrative Centre (MAC)</b>
Job classification	<b>General Staff</b>
Type of Appointment	<b>Fixed term, one year with possibility of extension</b>
Duration of Assignment	<b>One Year with possibility of extension</b>
Salary	<b>Php 638,273.00 per annum net of taxes</b>
Closing date	<b>01 Jun 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 direct supervision of the Teleradiology Systems Specialist managing the Teleradiology systems, in MHD MAC and the overall administrative and technical supervision of the Senior Global Radiology coordinator, in MAC, the successful candidate will provide technical support to the IOM Teleradiology users with the following duties and responsibilities:

### Core Functions / Responsibilities

1. Provide technical support and troubleshooting of biodata and system errors for Teleradiology applications and Picture Archiving and Communication (PACS) systems and resolve technical issues in coordination with Telerad systems specialist and ICT as applicable.
2. In coordination with the Teleradiology systems specialist, install and configure HIT software related to digital radiology and Teleradiology in the field missions including Teleradiology PACS server hardware, Databases and PACS software.
3. Assist in performing day-to-day housekeeping of the Teleradiology Application, PACS servers, network, replication of CXR images from mission and other software services as needed for smooth operation of the Teleradiology Center in Manila.
4. Provide technical support to the IOM Teleradiology end-users in the Teleradiology Center Manila and field missions to detect, diagnose and resolve any hardware, software or connectivity problem as needed in coordination with ICT unit.

5. Provide general support in developing, testing and evaluating software and hardware solutions related to the digital radiology process and maintaining SQL Web Reports.
6. Assist in writing and maintaining documentation, like user's instruction manuals, SOPs and technical support guide.
7. Assist the necessary system setup and configuration as part of technical preparation in expansion of IOM Teleradiology System to the new locations and provide training to the Teleradiology users from field operations.
8. Act as focal point to assist in monitoring network connectivity between Telerad Center Manila and field missions and any Teleradiology technical issue and provide support when required.
9. Assist and keep track of the submission of the CXR images and the reports to the eMedical website and notification to the missions when required.
10. Assist the Teleradiology service routine clerical, data reports, and administrative works when needed.
11. Provide support during weekends, holidays or outside working hours as well as "stand-by" focal on a rotation basis upon request.
12. Perform such other duties as may be assigned.

## **Education**

- University degree Information Technology, Computer Science, Engineering, or any other related field from an accredited academic institution, with three years of relevant professional experience preferably in administrative capacity.
- Completed High School degree from an accredited academic institution, with five years of relevant professional experience.

## **Experience**

- Experience with PACS system installation, configuration and administration is required.
- Experience in digital radiology and Teleradiology. Understanding of the public health industry an advantage.
- Experience in systems analysis and design techniques, testing and documentation required.
- Excellent analytical and problem-solving skills.
- Experience with JBoss, Apache and Tomcat.
- Software development skills with PHP, J2EE or .Net; strong skills in SQL development, database integration with web-based applications.

## **Languages**

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

## **Values**

### **Inclusion & respect for diversity**

- 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.

## **How to apply**

Interested applicants may send their applications to [hrmanila@iom.int](mailto:hrmanila@iom.int) no later than **1 June 2023**. VN Number and Position Title (**VN 064-065/2023 - Teleradiology and PACS Systems Assistant**) 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.

*Kindly note that this position is subject to funding availability.*