



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Notice No: SVN#NP/04/18

Open to Internal and External Candidates

Position Title : **Radio Operator**
Duty Station : **Damak, Nepal**
Position Required : **2 Positions**
Classification : **General Service Staff, Grade 4**
Type of Appointment : **Special Short Term, 3 months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **July 02, 2018**

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 environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the Chief of Mission and direct supervision of the Senior Field Security Assistant (SFSA), the Radio Operator will be responsible for the day to day operation of the IOM Radio Room. The incumbent will perform the following duties and responsibilities:

Core Functions / Responsibilities:

1. Confirm that all equipment is functioning well and any problems observed notified to the SFSA.
2. Monitor the operations of radio networks by transmitting, receiving and processing of radio/data traffic to/from other stations within the network as directed by SFSA.
3. Conduct minor maintenance and repair works on communications equipment, specifically VHF and HF radios.
4. Responsible for daily routine service checks for all Radio room equipment.
5. Responsible for all equipment and stores in the Radio room. Report faulty equipment to SFSA and Communications Manager for immediate action.

6. Monitor or conduct the daily VHF radio checks as advised by the SFSA.
7. Be responsible for updating radio check and warden lists and support SFSA and Ops Assistant in administrative work.
8. Monitor proper use of radio procedures and discipline in the radio networks.
9. Undertake shift work as rostered by the SFSA.
10. Perform other related duties as required.

Required Qualifications and Experience

Education

- Bachelor's degree from accredited institution with two year relevant experience required;
Or
- High school degree with four years of relevant work experience.

Experience

- Professional radio communication (radio operations) experience, preferably in an international environment
- Computer literacy required: MS Office suite (Word, Excel, Access)

Languages

Fluency in English, Nepali is required.

Required Competencies

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – Proactively develops new ways to resolve problems
- Leadership and Negotiation – Convinces others to share resources □ Presents goals as shared interests
- Performance Management – Provides constructive feedback to colleagues Provides 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

- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

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. Only Nepali Nationals will be considered for this position.

How to apply:

Interested Candidates are requested to submit their application indicating clearly the position applied, VN number and CV with three references to the following address: **Human Resource Department, International Organization for Migration, P.O. Box 25503, Baluwatar, Kathmandu** or email to iomnepaljobs@iom.int by **02 July 2018**. Only short listed candidates will be called for interview.

Posting period:

From 19.06.2018 to 02.07.2018