

VACANCY NOTICE



The International Organization for Migration (IOM) is seeking qualified Nepali Nationals for the following position based in Damak.

Vacancy Notice No: **VN#NP/07/10**
Position Title: Radio Operator
Classification: Grade 4
Position: 2
Type of Appointment: Special, six months with possibility of extension

General functions:

Under the overall supervision of the Field Security Officer (FSO) and direct supervision of the Field Security Assistant (FSA), 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:

Major Duties and Responsibilities:

1. Confirm that all equipments are functioning well and any problems observed notified to the FSA and the FSO.
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 FSA/FSO.
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 equipments and stores in the Radio room. Report faulty equipment to FSA/FSO and Communications Manager for immediate action.
6. Monitor or conduct the daily VHF radio checks as advised by the FSO.
7. Be responsible for updating radio check and warden lists and support FSA/FSO in administrative work.
8. Monitor proper use of radio procedures and discipline in the radio networks.
9. Undertake shift work as rostered by the FSA.
10. Perform other related duties as required.

Required Qualifications and Competencies:

1. Technical diploma or recognized equivalent in radio communication.
2. 2 years of professional radio communication (radio operations) experience, preferably in an international environment.
3. Good typing skills and knowledge of computer applications.
4. A very good command of both written and oral communications skills in English.

Interested Candidates are requested to submit their application indicating clearly the position applied and CV with three references and a photograph to the following address: **Human Resource Department, International Organization for Migration, P.O. Box 25503, Baluwatar, Kathmandu or email to Jobsnepal@iom.int by 15 March 2010.** Only shortlisted candidates will be called for interview.