



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **National Reporting and Data Officer (Protection and Durable Solutions)**  
Organizational Unit: **Transition and Recovery Division**  
Duty Station: **Erbil - Iraq**  
Type of Contract: **Sub-Contract to Stars Orbit Consultants and Management Development**  
Grade: **Equivalent to NOB**  
Duration of Appointment: **Six (6) months, with possibility of extension subject to satisfactory performance and funds availability**  
Closing Date: **24<sup>th</sup> April 2023**  
Reference Code: **CFA2023/IRQ/080**

*IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged, as well as the internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, the internal candidates are considered as first-tier candidates.*

#### **Context/Reporting line:**

IOM Iraq, through its various programme units, implements a wide variety of activities related to post-conflict recovery and durable solutions in Iraq. The Transition and Recovery Division works to remove the initial obstacles to Internally Displaced Persons (IDPs) access to Durable Solutions and sustainable reintegration in Iraq's post-conflict areas and lay the foundation for longer-term recovery, economic development, and reconstruction in general. TRD's areas of work include policy and coordination, including oversight of IOM's leadership role in Iraq Durable Solutions coordination mechanisms; data including research and the Displacement Tracking Matrix (DTM); and operational activities such as housing and infrastructure reconstruction, livelihoods, cash for work and community engagement, in addition to direct support in facilitating voluntary movements for IDPs who have faced protracted displacement.

The IOM Protection Division of IOM Iraq currently works to meet demands and protection needs of displaced populations and host communities with significant protection risks via provision of protection services such as case management, protection information services and advocacy while prioritizing safety and avoiding harm, ensuring people's meaningful access to services, and facilitating empowerment and participation of people IOM serves. IOM conducts protection monitoring in target locations in camps and informal sites in coordination with the Protection actors and stakeholders and where appropriate with relevant durable solutions coordination bodies. In addition, IOM conduct rapid protection assessments as necessary when critical incidents occur in areas of operation impacting the protection landscape.

In order to maintain a thorough understanding of the Protection environment and of the protection situation for target individuals, as well as to measure the impact of its programs on the progress towards the achievement of Durable solutions for families supported and their communities, IOM is seeking a candidate with substantial assessment, research and analysis experience to conduct quantitative and qualitative analysis of the available data on the experiences of families and communities supported through IOM's Protection and Durable Solutions programs.

Under the general guidance of the Head, Transition and Recovery Division, the overall supervision of the Senior Programme Coordinator (Durable Solutions and Community Engagement), the direct supervision of the Programme Coordinator (Durable Solutions) and in close coordination with the Protection Coordinator, the

successful candidate will be responsible for the design of data collection tools and methodologies and for analysis and reporting of data for the monitoring of progress towards durable solutions and for the protection monitoring data.

## **Core Functions / Responsibilities**

### **Information management**

1. Monitor and ensure data quality, identify gaps and challenges in data collection and provide guidance on tools improvement and data collection methodologies and in order to ensure overall quality of the data and analysis for protection and durable solutions topics.
2. Plan, guide and coordinate monthly and ad hoc data collection of protection monitoring data in coordination with Protection field Teams and Protection Monitoring and Evaluation Officer.
3. Provide technical guidance in the monthly and ad hoc data collection of the reintegration monitoring data in coordination with the Durable Solutions Team.
4. Monitor the implementation of the data collection, data cleaning, translation, and data quality process of Protection programme data and update the team's workplan in close coordination with the Protection Officer (MEAL) and Protection Coordinator.
5. Monitor the implementation of the data collection, data cleaning, translation, and data quality processes of the Durable Solutions Programme data (mainly through the reintegration monitoring) and update the workplan in close coordination with the Durable Solutions Team and DS Programme Coordinator.
6. Coordinate the activities implementation between Protection and Durable Solutions Programmes for the design of the workplans to avoid overlapping activities' deadlines.
7. Participate in the development and update of the methodology for post return monitoring data collection based on program requirements as well as protection assessment and protection monitoring tools ensuring regular review and continual improvement based on lessons learned in the field.
8. Prepare lessons learned reports at the end of each project including actions taken and recommendations to enhance the research process.
9. Provide periodical or ad hoc technical training to enumerators to ensure the quality of the data collected.
10. Provide technical guidance in developing data collection tools and in designing data collection methodologies.

### **Data analysis and reporting**

11. Conduct research and integrate contextual analysis, displacement, and recovery-related information pertinent to the target areas and communities, including major historical or political events which have affected the displacement and reintegration developments in the area, including but not limited to survey mapping, displacement and returns trends, protection risks and protection environment and conflict analysis.
12. Conduct quantitative and qualitative primary data analysis to identify trends, patterns, anomalies, and other helpful information.
13. Conduct quantitative and qualitative secondary data review to support findings as relevant.
14. Design visualization of findings using dashboard, factsheets, or any other relevant tool to generate tables, charts, and explanatory narrative text, with clear disaggregation of perspectives and experiences based on gender, displacement status, and any other relevant variables.
15. Draft narrative reports and summaries presenting analysis of findings from Protection Monitoring and Reintegration monitoring, combined with other relevant sources of information on displacement and return trends in the area, social dynamics, and programmatic responses.
16. Develop programmatic and policy recommendations to enhance the effectiveness of IOM's Durable Solutions and Protection programming.
17. Perform other duties as may be assigned.

## Required Qualifications

### *Education:*

- Master's degree in political, Social Sciences, Development Studies, Human Rights, International Relations, Mathematics, Engineering, Computer Science, or any related field from an accredited academic university or institute with 2 years of relevant professional experience or:
- Bachelor's degree in above mentioned fields with 4 years of relevant professional experience.

### *Experience and Skills:*

- Proven experience in design and implementation of assessments, field-based research and analysis, protection monitoring, programmatic impact monitoring.
- Substantial knowledge of non-profit work including data collection and data analysis in post-conflict settings.
- Knowledge of Durable Solutions Principles, international standards and Frameworks, Guiding Principles on Internal Displacement.
- Proven experience in protection activities in an IDP context with specific emphasis on protection monitoring and/or protection assessments.
- Technical understanding of core protection concepts, prevention, and response strategies.
- Proven experience of research and assessments on displacement and durable solutions and ability to summarize and explain complex information to other.
- Knowledge and experience of Durable Solutions programming and/or Protection programming is desirable.
- Familiarity with and/or experience in Iraq or in other internal displacement contexts in the Middle East is an asset.
- Familiarity with and/or experience in post-conflict environments is an asset.
- Excellent analytical, communication, proficiency with computers, especially MS Office and analytics software, mastery of certain programming languages may be required writing and presentation skills.
- Ability to recognize patterns and trends in large data sets and use numerical information to develop business strategies.

### *Languages:*

- Fluency in English, Kurdish and Arabic is required.

### *Behavioral Competencies*

- Work prioritization and ability to multitask.
- Shares knowledge and experience.
- Positive, constructive attitude.
- Ability to work and act under pressure with discretion in politically sensitive environment with a minimum of comfort.
- Responds positively to critical feedback and differing points of view.
- Ready to work independently, under tight deadlines.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Ability to work in a multi-cultural team environment with a positive attitude.
- Highest standards of integrity, discretion, and loyalty.
- Strives for supportive working environment and positive working relationship.  
Creates a respectful office environment free of harassment, retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).

### *IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse*

*IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).*

**How to apply:**

**While this vacancy is open to both Internals and Externals, priority shall be given to qualified Internal applicants.**

Interested candidates are invited to submit their applications via this link:

<https://jobs.my-soc.org/apply/20230410070946/m1qkRsGPSY58d7uMwV4egy6aB>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

**Posting period:**

From: 10 April 2023 to 24 April 2023.