IOM International Organization for Migration

Position Title   : Senior Database and Information Management Assistant
Organizational Unit   : Transition and Recovery Division
Duty Station   : Erbil - Iraq
Classification   : General Service Staff, Grade G6
Type of Appointment   : Special Short Term contract (SST)
Duration of Appointment   : Six (6) months with possibility of extension
Closing Date   : 23rd May 2024
Reference Code   : SVN2024/IRQ/130

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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. Aapplications 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, internal candidates are considered as first-tier candidates.

Context:

Under the general guidance of the Head of the Transition and Recovery Devision, overall supervision of the DTM Coordinator and direct supervision of the National Database Officer in Erbil, the Database and information management assistant will be responsible and accountable for the following duties

Core Functions / Responsibilities:

1. Assist in design, develop, and maintain SQL database systems.
2. Develop SQL queries, functions, scripts and stored procedures to process data.
3. Assist in quality control and data retrieval mechanisms.
4. Support in designing solutions to integrate, centralize and automate data and information management within the program.
5. Support in developing data collection tools using but not limited to, the Open Data Kit (ODK) set of tools.
6. Assist in the timely and effective implementation of activities ensuring data collection preparation, implementation and post-cleaning procedures are timely scheduled and finalized.
7. Develop dashboards and interactive visualization using but not limited to, Power Bi.
8. Support staff by conducting training on ODK or any other data collection tool.
9. Assist in managing publications on DTM website.
10. Assist data integration between systems and perform proper backup and data restore ensuring data security and consistency.

11. Coordinate with the Geographic Information Systems (GIS) mapping unit to ensure data has relevance to GIS coding.
12. Design reports and other products using graphic design tools.
13. Conduct data validation and cross checking for data received from the partners including governorate organization with data existing in database.
14. Perform such other duties as maybe required.

Qualifications;

Education

- University degree in Information Management, Computer Science or a related field from an accredited academic institution with 4 years of relevant professional experience
- Completed High School degree from accredited academic institution with 6 years relevant professional experience.

Experience

- At least 3 years of experience using some or all of the following tools: Excel, Microsoft Visual Studio (ASP .NET C#), ASP.Net MVC framework, and MySQL, SQL server.
- Experience with using Tableau, PowerBI, Highcharts, and InDesign is an advantage.
- Experience in Information Management, management and coordination of information flows, data management including collection, storing, processing, and analyzing data to generate information products.
- Experience in managing data entry and maintenance.
- Ability to work independently or with minimal supervision.

Skills
- Knowledge of UN rules and regulations.

Languages

- English, Kurdish and Arabic are required.
- Any other language is an advantage.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values
- <u>Inclusion and respect for diversity:</u> respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- <u>Integrity and transparency:</u> maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- <u>Professionalism:</u> demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators *level* 2

Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work.
- Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
- Shares credit for team accomplishments and ensures that the contribution of others is recognized.
- Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.

Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.

- Produces high-quality results and workable solutions that meet clients' needs.
- Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations.
- Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
- Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.

Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
- Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
- Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
- Contributes to an environment that is conducive to innovation and learning.

Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.

- Proactively seeks responsibility in delivering towards the goals of the Organization.
- Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
- Stands by the actions of team or department, publicly accepting ownership.
- Takes responsibility of own shortcomings and those of the work unit, where applicable.

Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

- Speaks and writes clearly and effectively.
- Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.
- Listens and seeks to understand without bias, and responds appropriately.

- Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.

> **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).*

Others
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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

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 a link:

https://iraqdatacenter.iom.int/Vacancy/Apply/SVN2024IRQ130

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

Posting period:
From 09.05.2024 to 23.05.2024