IOM International Organization for Migration

| | | |
|---|---|---|
| Position Title | : | IMS Data 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 | : | 03rd December 2023 |
| Reference Code | : | SVN2023/IRQ/265 |

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:*

IOM is one of the main actors in post-conflict recovery and reconstruction in Iraq. Following the end of hostilities against ISIS, the return of millions of Iraqis is threatened by the large presence of harsh conditions in areas of return. The work of Return and Recovery Unit (RRU) within IOM Iraq is to improve the conditions for sustainable recovery across 15 governorates through rehabilitation of community infrastructure, livelihood assistance, community engagement, and other support aiming to facilitate sustainable solutions to the internal displacement crisis in Iraq.

Under overall supervision of Head of Transition and Recovery Division (TRD) , the direct supervision of the National Management Information System Officer, the successful candidate will be responsible for the below:

*Core Functions / Responsibilities:*

1. Supervise the management of Kobo/ODK form versioning and distribution.
2. Support Designing Surveys and data forms on IMS System using the CType form management tool.

3. Assist programme Officers in preparing and liaising with government for Capacity building and other activities.
4. Support in weekly team plans for the assignment of tasks related to incoming data management requests
5. Manage updating the system location dataset in coordination with field teams and cross checking with other existing datasets
6. Direct support the deployment and maintenance of the IMS system for IOM missions including data structure design and data migration.
7. Conduct MIS System components documentation to be distributed to field teams

8. Guide the field information management assistants on best system practices.

9. Supervise digital data filing system (local and cloudbased) and suggest improvement.

10. Conduct regular training and staff coaching involved in data entry and data processing, while ensuring compliance to standards of quality and timely information sharing.

11. Provide user support and the system training to the staff on ODK or any other data collection.

12. Lead the field information management assistant team to actively Perform weekly maintenance routines on ODK/IMS Server, system unit testing and MIS data quality cross check.

13. Support the Information management team with user account creation, updating and applying mission roles and permissions matrix.

14. Liaise with units and IM (on Iraq Portal) to identify and analyze information gaps, potential enhancements, and efficiency through system modules.

15. Assist in DTM database design by providing way to uniquely identify each occurrence or instance of an entity

16. Link the geographical information of DTM locations with the main IOM locations database.

17. Perform such other duties as may be required.

## Qualifications.

### Education

- University degree in Information Technology, Computer Science, or a related field from an accredited academic institution with four years of relevant professional experience; or,

- Completed High School degree from an accredited academic institution, with minimum 6 years of relevant professional experiences as above.

### Experience

- Experience in working in an international environment and in liaising with a variety of partners at all levels of the hierarchy.
- Ability to meet deadlines and work under pressure.
- Good level of computer literacy.
- Personal commitment, efficiency, flexibility, drives for results.
- Excellent communication and negotiation skills.
- Ability to present clear and concise information.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.

Skills

- Excellent knowledge of Data analysis concepts.
- Excellent knowledge of advanced excel formulas, data cleaning.
- Excellent knowledge in ODK/Kobo forms.
- Excellent Knowledge in training practices and training material preparation.
- Excellent Knowledge in Database concepts.
- Excellent writing skills and experience with creating design documents, specifications and test plans.
- Results orientated with good communication and interpersonal skills.

Languages

- English, Arabic and Kurdish 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

<u>Teamwork:</u> 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.

<u>Delivering results:</u> 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.

<u>Managing and sharing knowledge:</u> 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.

<u>Accountability:</u> 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.

<u>Communication:</u> 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.

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.
The appointment is subject to funding confirmation.
Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

*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/Index/185

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

*Posting period:*
From 19.11.2023 to 03.12.2023