Organization or Agency:	**International Organization for Migration (IOM)**
Position Title:	**Information Management and Monitoring Assistant**
Organizational Unit:	**Transition and Recovery Division**
Duty Station:	**Sulaymaniyah - Iraq**
Type of Contract:	**Sub-Contract to Stars Orbit Consultants and Management Development**
Grade:	**Equivalent to G5**
Duration of Appointment:	**Six (6) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date:	**17 February 2024**
Reference Code:	**CFA2024/IRQ/047**

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:

Under the general guidance of the Head, Transition and Recovery Division, the overall supervision of the Programme Coordinator, the administrative supervision of the Head of Sub Office (HoSO), and the direct supervision of the Team Leader,the incumbent will be responsible for assisting programs related to transition and recovery under the area of responsibility as below:

Core Functions / Responsibilities

1. Support timely collection and entry of quality and accurate data into various databases on the Information Management System (IMS) daily on the implementation of all program activities under the Transition and Recovery portfolio.
2. Carry out monitoring visits and assessments to project implementation sites to collect data on progress in achieving targets outlined in project documents.
3. Collect qualitative and quantitative reports on quality of program implementation, beneficiary's experiences, and feedback, including any complaints and inform on the complaint mechanisms and referral pathways.
4. In coordination with field staff, make sure that the monitoring plans are followed (such as pre and posttests, evaluation sheets filled, participation lists filled, post activity satisfaction surveys conducted, etc).
5. Regularly update the team leader and field staff on operational progress and highlight any areasof concern that require a team response. In addition to supporting the team leader and field staffin generating progress report and extract information from the Information Management System (IMS)for reporting and program management purposes.
6. Actively conduct data validation and cross checking for data received from the team and follow upwith teams to ensure all the beneficiary services are uploaded, processed and are up to date.
7. Conduct Quality control and quality assurance (QA/QC) on the Enterprise development fund (EDF)data including the expression of interests and other related forms and ensure that all the hardcopies submitted by the business owners are properly inserted into the Information Management System (IMS).
8. Create a second layer of information verification post data entry to check consistency of information and provide regular reports on data quality, provide regular trainings to address the identifies gabs

and improve data collection.
9. Support appropriate reporting and management of sensitive data, based on "Do No Harm" principles andProtection SoPs.
10. Participate in monitoring training and capacity building opportunities as coordinated by the M&EOfficer.
11. Perform such other duties as maybe required by Team Leader and Management.

Required Qualifications

Education:

- Bachelor's degree in information technology, computer science or any related field from an accredited academic university or institute.

Experience and Skills:

- At least 3 years of relevant work experience.
- Experience in data collection, analysis, and data quality check.
- Extensive experience in using data entry and data collection tools as well as database application.
- Experience in and/or adequate understanding of monitoring and evaluation.
- Experience with an international organization is an advantage.
- Great computer skills (MS Office especially excel, Internet, database applications).
- Critical thinking, analytical and problem-solving skills.
- Strong attention to details and ability to take initiative.
- Good interpersonal and communication skills.

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**
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> *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/20240207105139/zPIh92Xf8vZQRNOFctnUWBbTK

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: 7 February 2024 to: 17 February 2024