



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **CCCM Registration and Data Entry Assistant**
Organizational Unit: **Preparedness and Respond Division**
Duty Station: **Ramadi (Kilo 7 Complex)-Iraq**
Type of Contract: **Sub-Contract to Stars & Orbit**
Grade: **Equivalent to G3**
Duration of Appointment: **Two (2) months, with possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **26th January- 2022**
Reference Code: **CFA2022/IRQ/017**

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 overall supervision of the Project Coordinator (CCCM), the administrative supervision of the Head of Sub-Office (HoSO) and the direct supervision of the CCCM Project Officer, the successful incumbent will be responsible to perform the following duties:

Core Functions / Responsibilities

1. Assist the CCCM Project Assistant (IM) with all information management arrangements related to the Kilo 7 informal site.
2. Receive, collect, and organize all the forms/questionnaires and other relevant information of Internally Displaced Persons arriving, residing, or departing from camps or informal settlements.
3. Prepare, enter, and analyze data received from IDPs on their displacement situation (origin, reason for displacement, intention, etc.), on their household and personal information (household composition, name, age, sex, vulnerability, skills, special needs, etc.).
4. Operate databases currently being implemented by the mission and verify the data and accuracy of the data in the physical forms/questionnaire and clean it before processing it into IOM's database system.
5. Identify inconsistencies, inaccuracies and omissions in data submitted by key informants and communicate proactively with them to ensure accurate data submission.
6. Develop and demonstrate a thorough understanding of the programme procedures being supported by the database systems.
7. Resolve data entry issues and advise on common challenges and questions in coordination with other team members.
8. Ensure of proper archiving/saving of the data collected and of the maintenance of the equipment used in the field as per established procedures, as well as to ensure effectively file hardcopies of assessments in an easy-to-retrieve manner.
9. Implement appropriate data safety and security procedures related to the protection of IOM information. Promote awareness and compliance of all team members in regard to information security and procedures.
10. Perform such other duties as may be assigned.

Required Qualifications

Education:

- Bachelor's degree in Mathematics, Statistics or any related field from an accredited academic university or institute.

Experience and Skills:

- At least 1 year of camp management work experience.
- Operational and field experience in CCCM programme implementation.
- Experience in conflict/ emergency zones and in working in a high-risk environment.
- Knowledge and/or field experience in the areas of information management is any advantage
- Excellent leadership, coordination, and information management skills.
- Familiarity with the south and central region is an asset.
- Knowledge of local governance in post-conflict contexts, and of gender and inclusion strategies.

Languages:

- Fluency in English 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/20220119103313/t8BhsVOqP4GS7E2N3y5WumJXr>

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: 19.01.2022 to: 26.01.2022