



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Information Management Assistant**
Organizational Unit: **Peacebuilding and Stabilization Division**
Duty Station: **Erbil – Iraq**
Type of Contract: **Sub-Contract to Stars & Orbit**
Grade: **Equivalent to G5**
Duration of Appointment: **Three (3) months, with the possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **13th January 2023**
Reference Code: **CFA2023/IRQ/001**

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, Peacebuilding and Stabilization Division, the overall supervision of the Senior Programme Coordinator and the direct supervision of the Tribal Engagement and Durable Solution Coordinator, the candidate will perform the following duties:

Core Functions / Responsibilities

1. Support field teams in collecting data and ensuring the information in the DB is up to date.
2. Support field teams in automating field assessments and data collection tools.
3. Support in maintaining incidents and another database as necessary.
4. Develop Mapping of services and analyzes results from mapping exercise.
5. Assist in the preparation of meeting minutes, presentations, working papers, and tables for briefing and review sessions.
6. Produce various information products as required.
7. Support field teams in preparing annual reports, work plans, financial expenditure reports, etc.
8. Support data needs by providing data using and mapping.
9. Assist in the design, development, and maintain databases.
10. Assists the Tribal Engagement team in designing and developing database management systems, monitoring tools, and data collection tools/templates.
11. Maintain various databases such as Who is Doing What Where(3W), service mapping, reports, and other relevant databases as required.
12. Promote Data Readiness and Common Data Repository.
13. Facilitation of knowledge building and knowledge sharing.
14. Meeting regularly with other IMs.
15. Assist in the Identification of sources of information and trends related to PSD coordination including identification of knowledge networks and communities of practice.
16. Undertake other duties that may be required by the Head of Office, the GIS/IM Officer, or the PSD Administrator.
17. Participates in existing Assessment Working Group (AWG) and Clusters coordination forums at the governorate level; participates in field missions and acts as a translator, wherever necessary.
18. Any Other activity as reasonably requested by the supervisor.

Required Qualifications

Education:

- Bachelor's degree in Information Technology, Computer Science, Statistics, 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 and analysis and data quality check.
- Extensive experience and comfort in using data collection and entry tools as well as database applications.
- 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, database applications, IM software).
- Critical thinking, analytical and problem-solving skills.
- Strong attention to detail 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 a 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 a supportive working environment and positive working relationships.
- Creates a respectful office environment free of harassment, and 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/20230102090022/UNbIWQeuh5fsqoAmETk1gFSR>

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: 03rd January 2023 to 13th January 2023