Organization or Agency:	**International Organization for Migration (IOM)**
Position Title:	**Information Management Assistant**
Organizational Unit:	**Transition and Recovery Division**
Duty Station:	**Erbil–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:	**03 December 2024**
Reference Code:	**CFA2024/IRQ/255**

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 Senior Operations Coordinator (Ret&Recov), the overall supervision of the National Management Information System Officer, and the direct supervision of the Senior Information Management Assistant, the incumbent will be responsible for assisting programs related to the Transition and Recovery Division, under the area of responsibility as below.

Core Functions / Responsibilities

1. Participate in the collection of user requirements to optimize the software solution with the best UI/UX.
2. Support the creation of detailed technical specifications and architectural designs for software solutions. This involves participating in the definition of the structure and behavior of the software system.
3. Develop forms, interfaces, dashboards and other requirements on Information Management System with keeping best practices in mind.
4. Develop ODK and/or KoBo forms based on the user requirements.
5. Support the timely collection and entry of quality and accurate data into various databases on the Information Management System (IMS) on a daily basis covering all activities.
6. Collaborate closely with fellow team members and stakeholders, fostering active communication and cooperation to work collectively on advancing the project.
7. Assist in testing the data collection tools and provide detailed feedback on ways to improve them.
8. Write SQL queries to extract data from database to generate reports and dashboards.
9. Actively conduct data validation and cross-checking for data received from the field and follow up with teams to support complete and up-to-date information is uploaded and processed.
10. Assist in developing user manuals, and training materials to be distributed to field teams on best practices.
11. Support in the training and day-to-day coaching of staff involved in data entry and data processing, while ensuring compliance to standards of quality and timely information sharing. Provide user support and system training to the staff on ODK or any other data collection.
12. Perform such other duties as may be required.

Required Qualifications

Education:

- Bachelor's degree in information technology, computer science, or any relevant field from an accredited academic university or institute with at least 3 years of relevant professional experiences, or;
- Completed high school diploma degree with 5 years of relevant professional experience.

Experience and Skills:

- Relevant experience in data collection and analysis, data quality check, and data collection tools.
- Experience with an international organization is an advantage.
- Experience providing training is an advantage.
- Good computer skills (MS Office, Internet). Knowledge of data collection and database applications is an advantage.

Languages:

- Fluency in English, Kurdish, and Arabic is required.

Competencies

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

VALUES - All SOC staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

Integrity and transparency: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

Professionalism: Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioural indicators – Level 1

Teamwork: Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

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

Managing and sharing knowledge: Continuously seeks to learn, share knowledge and innovate.

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

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

> ***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/20241119162851/bsn58UDHlxOu4jQIVrKoENa7P

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 November 2024 to: 03 December 2024