



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title	: Senior Project Assistant “ Data Analyst”
Organizational Unit	: Migration Management Unit
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	: 21 st Oct 2021
Reference Code	: SVN2021/IRQ/184

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. 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, internal candidates are considered as first-tier candidates.

Context:

Under the general guidance of the Chief of Mission (COM), Overall supervision of the deputy of COM and Programme Manager of the Migration Management Unit, and the direct supervision of the Migration Information & Analysis Officer, the incumbent will be working closely with the Analysis and Information Management (AIM) section within the Migration Management Unit (MMU), namely the Reporting Officer, the Training Specialists and the Communication Officer. In addition, the incumbent will liaise with relevant staff of both the Technical Cooperation and Security Governance and the Migration Governance pillars – within the MMU – to contribute to ensure a cross-cutting modus operandi which aims at measuring, monitoring and evaluating the impact of the overall programming. In particular, the incumbent will be responsible for the following:

Core Functions / Responsibilities:

1. In close coordination with relevant project officers and programme officers, support the Migration Analysis and Information Officer to strengthen the overall process of collecting, organizing, filing and processing data through the review and analysis of Community Policing Forums event reports, training reports, notes for file and other forms of qualitative data from MMU programming;
2. Coordinate and follow up with relevant staff for required details in order to complete thorough analysis;

3. Ensure close and direct coordination and communication with relevant stakeholders in case of rapid assessments needed;
4. Support the analysis of quantitative and qualitative data from MMU programming to inform the development of information products, such as reports, periodic updates and analysis; briefing and research papers, governorate overviews, and success stories for internal and external use, that demonstrate the impact of MMU programming and how it contributes to the objectives of the MMU unit;
5. Provide specialized support for the data collection process and the overall data management activities including encoding, storing, and transferring data as well as processing, and support to the analysis of the collected data and information;
6. Disseminate across the MMU the rationale, objective and correct use of standardized data collection forms, tools and mechanisms aimed at gathering qualitative and quantitative field data and improving the monitoring process of field activities;
7. Coordinate with AVRR Staff directly involved into IM and M&E to ensure that data are collected and analyzed in a complementary way, thus developing a comprehensive range of informative materials
8. Research data to conduct original and synthesized research, by facilitating access to local sources of information and media outlets;
9. Gather, process and present data in a concise and user-friendly manner to be used by the Migration Analysis and Information Officer, in preparation for, and during internal and external meetings. Support the Communication Officer in developing communication related material by providing relevant inputs on the programming;
10. Support the Training Specialist in the coordination of upcoming workshops, trainings and conferences and participate in field missions as required;
11. Store all data in the shared folder and ensure that information is up to date and easily accessible.
12. Perform other related duties as assigned.

Qualifications.

Education

- University degree from an accredited academic institution; in Development Studies, International Relations, Political Science with 4 years of relevant professional experience with minimum from an accredited academic institution.
- Completed High School degree from an accredited academic institution, with minimum 6 years of relevant professional experiences.

Experience

- Experience in communicating and working with a wide range of actors, including people of culturally diverse backgrounds, government and authorities, humanitarian actors (UN agencies and NGOs).
- Experience working in development or humanitarian programming (specifically in International or National NGO/UN) is an asset.
- Experience in project coordination an asset.
- High level of computer literacy with specific proficiency in Microsoft applications.
- Reliable, efficiency, high level of professionalism, organizational skills and ability to work under pressure and adhere to strict deadlines.
- Good analytical skills for financial data, strong sense of details and accuracy.
- Ability to prepare clear and concise reports.

Languages

- English, Kurdish and Arabic are required.
- Any other language is an advantage.

Required Competencies

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

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

Core Competencies – behavioural indicators *level 2*

Teamwork: 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.

Delivering results: 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.

Managing and sharing knowledge: 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.

Accountability: 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.

Communication: 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://iraq.iom.int/jobs/senior-project-assistant-%E2%80%9C-data-analyst%E2%80%9D>

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

Posting period:

From 14.10.2021 to 21.10.2021