



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### Open to Internal & External Candidates Only

Position	: <b>PROJECT ASSISTANT (DTM/ DATA VISUALISATION)</b>
Organizational Unit	: <b>Displacement Tracking &amp; Monitoring (DTM)</b>
Duty Station	: <b>Maiduguri</b>
IOM Classification	: <b>Special Short-Term (SST) Grade equivalent, G5</b>
Type of Appointment	: <b>Contract Basis, 06 Months (Renewal)</b>
SVN No.	: <b>SVN2018/32</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>June 10, 2018</b>

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. Internal and external candidates are eligible to apply to this vacancy. For the vacancy, internal candidates are considered as first-tier candidates.

#### ***Context:***

Working under the overall supervision of the Chief of Mission, and direct supervision of the Programme Officer (DTM), the incumbent will support the DTM department to perform data analysis and directly supporting data visualization techniques to present information and highlight different perspectives on key findings from assessments, surveys and other forms of information gathering.

#### ***Core Functions / Responsibilities:***

The incumbent will be responsible and accountable for the following activities:

1. Participate in the development of visualization tools to present information on the emergency situation in Nigeria.
2. Participate in the development and drafting of analytical reports and represent large, complex sets of data through visual representation.
3. Assist to generate, and maintain analytical reports and visualizations from data collected from various assessments, surveys and information gathering.
4. Support the analysis of displacement data to identify trends, flag gaps, and opportunities to inform the humanitarian community as needed per time. Provide inputs on urgent needs based on findings.
5. Support the DTM team to carry out population movement.
6. Assist in the preparation of user-friendly graphics.

7. Support implementation of DTM methodologies and data quality control.
8. Prepare infographics, charts and presentations that visually support and supplement the DTM datasets
9. Participate in data analysis of the datasets collected for the studies
10. Contribute to the other preparatory phases of the studies as drafting data collection tools and training materials;
11. Support in reporting and analyzing data for donors and stakeholders, taking into account data consistency, giving statistic information and mapping of collected data.
12. Perform such other duties as may be assigned.

### ***Required Qualifications and Experience***

- University degree in Mathematics, Statistics, Data Analytics, Computer Science or relevant field; .
- Minimum Five years' experience (or three years for Degree Holders) in reporting, data management, or data analytics and visualization using market leading commercial and open source tools, including standard and ad-hoc reporting; Willingness to assist efficiently in a very busy project environment.
- Demonstrated ability, familiar with statistical tools and applications of statistical theory and techniques in managing data collection; Preferably within the international humanitarian field;
- Proficiency in Adobe Suite – Illustrator, Photoshop, InDesign, etc. is an added advantage. Requires the technical skills to use design software programs mentioned above and possess a general interest and aptitude for learning new technology
- Excellent oral and written communication skills, including experience presenting to multiple audiences (e.g., technical and non-technical, government circle)
- Knowledge of data science best practices, stemming from proven experience. Data driven problem solver.

### **Languages**

Fluency in **English** and Native Language; Fluency in Hausa and Kanuri advantageous;

### ***Required Competencies***

#### **Behavioural**

The incumbent is expected to demonstrate the following competencies:

- Accountability - takes responsibility for action and manages constructive criticisms
- Client Orientation - works effectively well with client and stakeholders
- Continuous Learning - promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation - develops effective partnerships with internal and external stakeholders;
- Performance Management - identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork - contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.

***Other***

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 the country of the duty station within commuting distance of the duty station will be considered.

Women with the above qualifications are encouraged to apply

***How to apply:***

Interested candidates are invited to submit their applications via email to **HRNIGERIA@iom.int** indicating position applied on subject line **by Sunday 10<sup>th</sup> June 2018**

For the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)** and with a subject line **SVN2018/32 Maiduguri. Project Assistant (DTM/ Data Visualisation) G5.**

All applications should include a functional email address, mobile numbers and detailed curriculum vitae (CV).

**Please note that this position is open only to Nigerian National applicants and only shortlisted candidates will be contacted.**

***Posting period:***

From 4.06.2018 to 10.06.2018