



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### Open to Internal & External Candidates Only

Position	: <b>PROJECT ASSISTANT (DTM/ GIS)</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>SVN2018/33</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 the following duties.

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

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

1. Produce maps and related products to support the IOM projects and request from humanitarian partners.
2. Assist in the maintenance of the IOM geo-database and support in the data collection processes, query, analysis and the overall data management activities.
3. Identify needs and advise on GIS/mapping tools and products.
4. Liaise with other GIS organizations and personnel information management to promote enhanced coordination and information sharing.
5. Provide technical support and inputs into ongoing information management initiatives and partnerships.
6. Participate in relevant inter-agency activities.
7. Assist global Emergency/ DTM operations by contributing to the design, development and systematic maintenance of a relevant spatial data infrastructure to facilitate geo-

8. Assist with the processing of data collected through the DTM while monitoring data interoperability across all datasets.
9. Provide input for geographic data and administrative divisions for various IOM databases for tracking population movements and displacement locations.
10. Perform any other duties as may be assigned.

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

- University degree in geographic information systems, geography, computer science, or similar. Evidence of successful university graduation will be required. Certification / training in relevant fields is an advantage.
- Minimum Five years experience (or three years for Degree Holders) in related field, preferably the development of geographic information systems, preferably with international organizations or national authorities.
- Experience in emergency relief, humanitarian or development program is an added advantage. Proven ability to interact successfully with key partners is highly desirable.
- Thorough knowledge of GIS software, ESRI ArcGIS primarily and other products.
- Knowledge of MS-Excel and database (MS Access) management.
- Proven ability to establish and maintain strong working relations with relevant Government counterparts, international organizations and private sector entities.
- Experience of supporting all aspects of project management and familiarity with international standards and EU regulations is advantageous
- Excellent communication and interpersonal skills and creates a respectful working environment.
- Efficiency, flexibility, high level of professionalism and ability to work under pressure and adhere to strict deadlines.
- Understanding of GPS field data collection practices and the ability to train non-technical staff in field data collection techniques.
- Proficiency in cartographic (Map) design capability.
- Displays awareness of relevant technological solutions

### **Languages**

Fluency in **English** and Native Language;

### ***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 **SVN2018/33 Maiduguri. Project Assistant (DTM/ GIS) 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 04.06.2018 to 10.06.2018