



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position	: Senior Database Assistant (AVRR/IM)
Organizational Unit	: Assisted Voluntary Return & Reintegration (AVRR)
Duty Station	: Lagos
IOM Classification	: G6
Type of Appointment	: Contract Basis (Renewable)
SVN No.	: SVN2017_41
Estimated Start Date	: As soon as possible
Closing Date	: 19th June, 2017

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 purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Working under the overall supervision of the Chief of Mission, Nigeria and the direct supervision of the Programme Manager (AVRR), Lagos the successful candidate will be responsible for the implementation of database and information management activities on return and reintegration under the EUTF-IOM Joint Initiatives for Migrant Protection and Reintegration for Nigeria.

Core Functions / Responsibilities:

1. In close coordination with the Information Management Unit in RO Dakar and the operations Unit in IOM Nigeria including the DTM Unit, independently establish and manage database on return and reintegration including existing mission's databases on AVRR and i-gator and ensure regular update with relevant data.
2. Implement processes of data extraction, data cleaning and data archiving for project with information management components.
3. Support operations staff including monitoring and evaluation collecting data on reintegration activities in timely and accurate data collection through trainings, monitoring and field visits to beneficiaries' locations when necessary
4. Perform timely and regular analysis and layout of data for effective presentation and communication and generate and disseminate reports on reintegration activities including profiles of beneficiaries' to stakeholders and the ROs Dakar and Brussels.
5. Support the development and implementation of the IOM Nigeria Information Management strategy and collection of Flow Monitoring data in targeted locations under the Initiatives.
6. Participate in developing and conducting flow monitoring assessments/surveys, community mapping etc. as well as to collect, collate, analyse, interpret the data and develop reports.
7. Build capacity of project management staff to improve accuracy in data collection, data analysis, and presentation skills through trainings and supportive supervision visits.
8. Undertake duty travel to other project locations.
9. Perform any other duties as may be assigned.

Required Qualifications and Experience

- University degree in Mathematics, Science, Computer Science or related field with four years professional experience or alternatively an equivalent combination of related education and professional experience.
- Six years experience (or four years for candidates holding University Degree) in the field of migration and database including operational and field experience or related field;
- Experience using two or more of the following tools: Office, Access, Visual Basic, Java, ASP, SQL or Oracle.
- Experience in the development and implementation of population database systems (such as registrations, census or surveys)
- Experience with Windows Server software (NT/2000) in a multi-site environment, TCP/IP, MS Office, data analysis with Excel, ESRI ArcGIS
- Knowledge of social development issues as well as general migration related issues in the country and the region
- Proven ability to establish and maintain strong working relations with relevant Government counterparts, international organizations and private sector entities.
- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint, Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint, Publisher, and SharePoint.
- Previous work experience in international organizations and companies would be an advantage.
- Preferably within the United Nations or within the international humanitarian field;

Languages

Fluency in **English** and Native Language;

Required Competencies

Behavioural

- 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
- 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.
- Technological Awareness - displays awareness of relevant technological solutions;

other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

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 Monday 19th June, 2017**

In order 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 **SVN2017_41 Lagos. Senior Database Assistant (AVRR/IM)**.

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 07.06.2017 to 19.06.2017