



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **Project Assistant (DTM/GIS)**
Organizational Unit : **Displacement Tracking Matrix (DTM)**
Duty Station : **Maiduguri**
IOM Classification : **G4**
Type of Appointment : **Special Short-Term (SST) 6 months with possibility of extension**
SVN No. : **SVN2019/104**
Estimated Start Date : **As soon as possible**
Closing Date : **September 19, 2019**

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 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, and direct supervision of the Information Management Officer (DTM), the incumbent will support the DTM department to perform the following duties;

Core Functions / Responsibilities:

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

Required Qualifications

- 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 two years of experience (or five years for Diploma 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.
- Proficiency in Adobe Suite
- Displays awareness of relevant technological solutions

Languages

Fluency in English and any local language will be an added advantage.

Required Competencies

Behavioural

The incumbent is expected to demonstrate the following competencies:

Values

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: Maintain 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 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Other

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.

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 **Thursday 19th September 2019**.

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 **SVN2019.104, Maiduguri. Project Assistant (DTM/GIS) – G4**.

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 06.09.2019 to 19.09.2019