



SHORT VACANCY NOTICE

Open to External and Internal Candidates

Position : **Senior Program Assistant (WASH Data Management and Mapping)**
Organizational Unit : **WASH**
Duty Station : **Maiduguri**
IOM Classification : **G6**
Type of Appointment : **Special Short-Term (SST) 6 months with the possibility of extension**
SVN No. : **SVN2023.16**
Estimated Start Date : **As soon as possible**
Closing Date : **13 March 2023.**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity. Applications are welcome from first- and second-tier candidates, particularly qualified female candidates. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

Context:

Since the establishment of the IOM Water, Sanitation, and Hygiene (WASH) program in northeast Nigeria as a standalone program in January 2018, more than 770,000 people have been assisted across Borno and Adamawa states. IOM's WASH activities and services have been ensuring access to safe water facilities and adequate services through drilling boreholes, installation, construction, care, maintenance, and rehabilitation of water systems; and providing dignified, safe, clean, and functional sanitation facilities by the construction, care, operation, and maintenance of sanitation facilities. Additionally, the Program improved hygiene practices at the community level, including WASH-related disease prevention, by the establishment, training, and equipment of community-based WASH committees. The overall WASH interventions are supported by different GIS and information management systems and software which was used to create an online interactive dashboard. Relevant stakeholders have been provided with regular reports and real-time updates with the aid of this interactive dashboard which is also used to track the WASH gaps and report project achievements, and ensure the entire activities of the WASH program are housed in a central repository. Working under the overall supervision of the Head of Sub Office/Emergency coordinator and the direct supervision of the Program Manager (WASH) the SM will be responsible for carrying out project functions under IOM's regulations, rules, and procedures.

Under the overall management of the WASH Programme Manager, the incumbent will facilitate the information capture and management of data requirements to support the IOM WASH humanitarian response in Nigeria. In particular, he/she will:

Core Functions / Responsibilities:

1. Support the design and implementation of an integrated and interoperable mechanism for data collection and information management across WASH sector activities to ensure accurate and reliable data collection, storage, and submission promptly to process further.
2. Support to facilitate effective information management workflows in relation to operations and programmatic implementation;

- perform regular monitoring as per agreed timelines; update activities status and support to prepare progress reports.
3. Produce and update standard information products based on IOM WASH 4W data, including maps, internal infographics, and dashboards.
 4. Provide information management support to field activities and other relevant IOM operations.
 5. Facilitate effective use of designated information systems, including offline and online platforms, application tools, and other systems, to manage the implementation of information management mechanisms.
 6. Support the supervision of data collection processes and overall data management activities, including local encoding, storing, transferring, processing, and analyzing the collected data and information.
 7. Support the need-based analysis through data management and GIS analysis to identify targets, coverage, and gaps.
 8. Provide support in need assessment, outcome monitoring, and end-line survey components of WASH.
 9. Support the development and improvement of the integrated approach for data collection, gathering, filtering, and generation of information, and produce working maps as required by the WASH programme.
 10. Perform such other duties as may be assigned.

Required Qualifications and Experience

- Experience in Information Management, emergency humanitarian operations; management and coordination of information flow, data management including collection, storing, processing, and analyzing data to generate information products with four years of experience;
- In-depth knowledge of the latest technological developments in information technology and information system;
- Experienced in GIS freeware software, for example, Q-GIS;
- Experience in toolbox software for mobile data collection, including training enumerators and setting up smartphones/tablets for data collection;
- Demonstrated ability for leadership in the context of partnership building and consensual decision-making;
- Experience with handling confidential data;
- Demonstrated team building and information management skills;
- Demonstrated understanding of different data collection methodologies;
- Knowledge and understanding of relational data theory;
- Experience in advanced data visualization and information design skills

Education

- University degree in Information Management, GIS, Computer Science, or a related field from an accredited academic institution with four years of relevant professional experience.

Skills:

- Proven skills in analyzing statistical information;
- Ability to formulate IM-related technical requirements and Operating Procedures;
- Ability to translate planning specifications into technical briefs for data capture and analysis and vice versa;
- Ability to compile and holistically analyze diverse datasets;

Languages

Fluency in English and working knowledge of the local languages.

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: maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

Core Competencies – behavioral 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 actions and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.

Other

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

Appointment will be subject to certification that the candidate is medically fit for appointment, confirmation of all documents, and security clearances.

The appointment is subject to funding confirmation.

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 the position applied on the subject line by **Monday, 13 March 2023**, and follow this link: <https://forms.office.com/e/gz4wV1wx5W>

For the applications to be considered valid, IOM only accepts applications with a cover letter of not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)**, and with a subject line **SVN2023.16 Maiduguri Senior Program Assistant DMM WASH G6**

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 28.02.2023 to 13.03.2023

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.

