

## SHORT VACANCY NOTICE

### Open to Internal Candidates Only

Position	: <b>Database Assistant (1 Position)</b>
Organizational Unit	: <b>Displacement Tracking Matrix (DTM)</b>
Duty Station	: <b>Maiduguri, Nigeria.</b>
IOM Classification	: <b>G5</b>
Type of Appointment	: <b>Special Short-Term (SST) 6 months with the possibility of extension</b>
SVN No.	: <b>SVN2023.136</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>15 November 2023</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 work environment. Read more about diversity and inclusion at IOM at [www.iom.int/diversity](http://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:**

Established in 1951, IOM is a Related Organization of the United Nations. As the leading UN agency in the field of migration, it 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.

Nigeria has witnessed an increase in violence since the beginning of 2015, causing a major humanitarian crisis. IOM and the Humanitarian community have expanded their scope of intervention beyond Maiduguri itself, to the entire North East and North West, into priority satellite sites where IOM staff are delivering humanitarian and development support to displaced populations and host communities.

Under the overall supervision of the DTM Program Officer and direct supervision of the IM Officer, and in technical coordination with the DTM Project Officer, the incumbent will be responsible for supporting existing and new applications/tools used by the division (May also assist other divisions) for registration, Displacement Tracking Matrix (DTM) assessments, and population profiling and other DTM Activities. Besides, he/she will also provide data management support and data quality control for the information collected.

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

- Provide database management support and technical assistance to registration and verification exercises in the sub-office. Assist in troubleshooting and resolving problems that may arise related to the database or application and software used for data capture, equipment, and network to facilitate systems running smoothly throughout registration/verification operations.
- Implement, and maintain current and existing applications/tools (Mostly used for data collection; examples of data collection data are biometric data, mobility tracking information, general survey information, etc.)
- Write codes for automated unit and integration tests and write documents for validation tests.
- Document user requirements and analysis for the design, coding, and deployment of applications to be created (Mostly Microsoft Technologies focusing on .NET applications with SQL Server, following existing standards).
- Support the planning, designing, and implementing the division's Information Management Systems and reporting tools. (May also support other divisions).
- Work with the Database Officer to assess new technologies and provide solutions.
- Ensure timely preparation and generation of local-level information products and support on information sharing and dissemination to all relevant channels.

- Provide support for data quality checking and data cleaning.
- Provide support for data analysis and reporting.
- Perform any other duties as may be required.

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

#### ***Education***

- College Diploma in Computer Science or related field of study with 5 years of relevant experience in software development and database management.
- or
- University Degree in the aforementioned field of study with 3 years of relevant experience in software development and database management.

#### ***Experience***

- Experience in MS SQL database and C# based Windows applications is required.
- Previous experience working with an International Organization.
- Personal commitment, efficiency, flexibility, and drive for results.
- Ability to work effectively and harmoniously within a team of colleagues from varied cultures and professional backgrounds.
- Capable of working under stressful conditions.
- Demonstrated ability to maintain accuracy and confidentiality in the performance of assigned duties.

#### ***Skills***

- Actively shares relevant information.
- Clearly communicates and listens to feedback on changing priorities and procedures.
- Proactively develops new ways to resolve problems.
- Provide constructive feedback to colleagues.
- Adjusts priorities and plans to achieve goals.
- Delivers optimal IT solutions within defined resource parameters.
- Correctly applies knowledge of specialized IT disciplines.
- Identifies issues, opportunities, and risks central to responsibilities.
- Incorporates gender-related needs, perspectives, and concerns and promotes equal gender participation.
- Treat all colleagues with respect and dignity.
- Works effectively with people from different cultures by adapting to relevant cultural contexts.
- Actively contributes to an effective, collegial, and agreeable team environment.
- Takes joint responsibility for the team's work.
- Learns about developments in available technology.
- Proactively identifies and advocates for cost-efficient technology solutions.
- Understands applicability and limitation of technology and seeks to apply it to appropriate work.

#### ***Languages***

- For all applicants, fluency in English is required (oral and written).

#### ***Desirable***

- Working Knowledge of the local languages; Hausa, Kanuri, as well as other local language

#### ***Competencies***

The incumbent is expected to demonstrate the following values and competencies:

***Values*** - All IOM staff members must abide by and demonstrate these five values:

- Inclusion and respect for diversity: Respect and promote individual and cultural differences. Encourages diversity and inclusion.
- Integrity and transparency: Maintain high ethical standards and act 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.

- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, and makes people feel safe, respected, and fairly treated.

**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 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.

An 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 and location applied in the subject line by **Wednesday, 15 November 2023**, and follow this link: <https://forms.office.com/e/r2NQjsJK45>

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 **SVN2023.136 Maiduguri Database Assistant 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 02.11.2023 to 15.11.2023**

**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.**