



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **Information & Reporting Assistant (Data Visualization)**
Organizational Unit : **Displacement Tracking Matrix (DTM)**
Duty Station : **Abuja**
IOM Classification : **G4**
Type of Appointment : **Special Short-Term (SST) 6 months with possibility of extension**
SVN No. : **SVN2023.54**
Estimated Start Date : **As soon as possible**
Closing Date : **16 May 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:

Under the overall supervision of the DTM Coordinator in Maiduguri, the direct supervision of the DTM Reporting/ Information Management Officer, and in close coordination with the Operations Team, the incumbent will support the DTM department in performing basic data analysis, reporting and applying data visualization techniques to present information and highlight different perspectives on critical findings from assessments, surveys and other forms of information gathering.

Core Functions / Responsibilities:

1. Support the DTM unit in basic data analysis and visualization.
2. Collate information from various assessments, surveys and information gathering to support preparation of DTM reports.
3. Draft reports and visualizations from data collected from various assessments, surveys and information gathering.
4. Support the DTM team to analyze datasets and carry out population movement analyses in a timely manner and as per humanitarian needs.
5. Support preparation of user-friendly graphics to effectively visualize assessment results.
6. Support implementation of DTM and data quality control activities.
7. Contribute to the other DTM projects in creating data collection tools and training materials.

8. Support in processing and reporting data for donors and stakeholders.
9. Perform such other duties as may be assigned.

Education:

- University degree / Diploma in humanitarian, Business Administration, Statistics, Economics, Political or other social science or related field.

Experience:

Minimum two Years' experience in a related field; experience in statistical tools, reporting, and liaising with government authorities are advantageous, preferably within the international humanitarian field.

Languages:

Fluency in English (oral and written) is required, working knowledge of the local language.

Skills:

- Proven ability to work unsupervised or with minimal supervision and as part of a multidisciplinary team.
- Ability to work with tight deadlines.
- Familiar with statistical tools and applications of statistical theory and techniques in managing data collection.
- Proficiency in Adobe Suite – Illustrator, Photoshop, InDesign, etc. is an advantage. Requires the technical skills to use design software programs mentioned above and possesses a general interest and aptitude for learning new technology.
- With experience in reporting
- Excellent oral and written communication skills, including experience presenting to multiple audiences (e.g., technical and non-technical, government circle)
- Knowledge of data science best practices stemming from proven experience. Data-driven problem solver.
- Experience in database management, data analysis and GIS
- Experience with handling confidential data
- Experience in advanced data visualization and information design skills.
- In-depth knowledge of the latest technological developments in information technology and proven skills in analysing statistical information.
- Advanced technical skills in Microsoft Office
- Demonstrated experience in the use of statistical analysis software such as R programming, Stata, SQL or SPSS
- Ability to compile and holistically analyse diverse datasets.
- Demonstrated understanding of different data collection methodologies
- experience in reporting and liaising with government authorities advantageous, preferably within the international humanitarian field.
- Excellent communication skills, efficiency, and flexibility.

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 2*

- 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

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.

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 **Tuesday, 16 May 2023** and follow this link: <https://forms.office.com/e/RbGaN4ugqY>

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 **SVN2023.54. Information & Reporting Assistant (Data Visualization), Abuja.**

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 **02.05.2023 to 16.05.2023**