



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **Information Management Assistant**
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. : **SVN2023.55**
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 guidance of the Head of Sub-Office in Maiduguri, the general supervision of the DTM Coordinator, and the direct supervision of the Information Management Officer, the successful candidate will be accountable and responsible, including but not limited to, for the production and dissemination of information on the displacement's activities, data sharing, and support within Nigeria.

Core Functions / Responsibilities:

1. Support the program officer in preparation of regular DTM reports and other qualitative/quantitative reports, maps, infographics etc.
2. Provide support to the enumerators regarding DTM data collection process.
3. Maintain data confidentiality per IOMs data protection guidelines while strengthening collaboration between departments and projects.
4. Assist in filing systems improvement.
5. Data entry when necessary.
6. Assisting with workshops and training.
7. Perform any other related task as may be assigned.

Education:

Diploma Degree in ICT, Computer Science, Statistics, Database, Business Administration, or any related field.

Experience:

- Minimum two (2) years of experience in a related field such as Public Information, Administration, Logistics, or Project Administration preferred.
- Previous work experience with an International Organization or NGOs dealing with refugees would be a strong advantage.
- Advanced knowledge of Microsoft Office and internet applications, Microsoft Outlook, Access, and Adobe Creative Suit.
- Advanced knowledge of mobile data collection, especially ODK, and KOBO.
- Experience in using software programs such as Excel, STATA, SPSS, and SAS for data analysis.
Basic knowledge of GIS tools and relational databases (e.g., SQL Server-Spatial).

Languages:

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

Skills:

- Strong communication, organizational, and interpersonal relationship skills.
- Hard working, good team player, dedicated, and able to monitor and follow up on pending matters.
- Ability to meet deadlines and work under pressure with minimum supervision.
- 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 possess 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/9rEU8q6Q3G>

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 **SVN2023.55. Information Management Assistant, Maiduguri.**

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**