



SHORT VACANCY NOTICE

Open to Internal Candidates Only

Position : **Junior Database Assistant**
Organizational Unit : **DDRR**
Duty Station : **Maiduguri**
IOM Classification : **G3**
Type of Appointment : **Special Short-Term (SST) 6 months with the possibility of extension**
SVN No. : **SVN2023.58**
Estimated Start Date : **As soon as possible**
Closing Date : **18 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:

Working under the overall supervision of the DDRR Programme Manager and the direct supervision of the Project Manager (ICRS) and in coordination with the other members of the team the Junior ICRS database Assistant will be responsible for keeping all relevant project documents and data systems up-to-date and performing other duties as assigned by the ICRS Project Manager.

Core Functions / Responsibilities:

1. Assist in all aspects of data collection, verifying the quality of the data collected at the same time.
2. Conduct interviews and fill out "Socio-Economic Demographic Profile Survey" forms.
3. Support the conducting of service providers mapping and identify local partners for possible cooperation in assisting the target population.
4. Input data into the centralized database quickly while maintaining data integrity and accuracy.
5. Based on profiles received and recorded in the database, provide suggestions for the implementation of appropriate supports/solutions.
6. Keep all relevant project documents and data systems up to date.
7. Perform other related duties incidental to the work described herein, and/or assigned by the ICRS Project Manager.

Required Qualifications and Experience

- Degree/Certificate in a related field; preferably in IT, Database Management, Information Management of a related field; or an equivalent combination of education, training & Experience.

Education

- Minimum one year of relevant professional experience or three years for candidates with school diplomas.
- Experience in Data collection and data entry, or related fields;
- Experience working with IOM's ICRS system.
- Demonstrated ability to maintain confidentiality required; preferably experience within the United Nations and/or the International Humanitarian Field.

Skills:

- Strong communication and interpersonal skills
- Excellent organizational and time management skills
- Ability to work effectively with diverse groups and individuals
- High level of computer literacy
- Knowledge of data analysis and evaluation methods
- Experience with humanitarian aid and development work
- Ability to think critically and analytically

Languages

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

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 **Thursday, 18 May 2023**, and follow this link: <https://forms.office.com/e/7wkZs49pY9>

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 **SVN2023.58 Maiduguri Junior Database Assistant G3**

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 05.05.2023 to 18.05.2023

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 account

