



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **Information Management Assistant (CCCM)**
Organizational Unit : **CCCM**
Duty Station : **Maiduguri**
IOM Classification : **G5**
Type of Appointment : **Special Short-Term Graded (SSTG) 6 months with possibility of extension**
SVN No. : **SVN2024.62**
Estimated Start Date : **As soon as possible**
Closing Date : **21 July 2024**

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 Head of Sub Office (HSO) and the direct supervision of the CCCM Project Officer (CPO). Timely and accurate information is integral to the successful coordination of humanitarian action in a camp setting. The IM Assistant will manage the CCCM data base and can collect, collate, analyse, disseminate, and act on data pertaining to the protection and welfare situation of camp residents which is fundamental to effective interventions. The information to support analysis for operational and strategic decision-making, shared standards and common approaches are required to facilitate the delivery and monitoring of assistance within and across sectors, and to undertake gap analysis in determining priorities.

Core Functions / Responsibilities:

CCCM Information Management Assistant is to support the CCCM Unit in fulfilment of his/her mission to:

- 1) In close coordination with the CCCM Operations Unit, Displacement Tracking Matrix Unit, and the CCCM/Shelter/NFI Sector Working Group at IOM Maiduguri Sub Office in Northeastern Nigeria, participate in the implementation, and administration of database information systems to gather and process the information on internally displaced persons (IDPs).
- 2) Monitor the entry of information gathered on multi-sector gaps into the IOM databases. Verify the relevant units and external stakeholder organizations receive information from the databases in a timely fashion for operational purposes.
- 3) Provide information management support services to the Accountability of Affected Populations.
- 4) Contribute to providing_evidence-based actions, gap-filling, and sound coordination.

- 5) Verify that data entry in the CCCM Multi-Sector Tracker is up to date for all sites monitored by IOM and provide support with data entry necessary.
- 6) Monitor that the Service Monitoring tool and Service Mapping tool matrix are filled monthly by Site Facilitators.
- 7) Train and monitor the work of the staff performing data entry in the CCCM Multi-Sector tracker and verify data entry is timeously done, accurate, reliable and, respects IOM's data protection principles. Support field teams through field visits when necessary.

Education:

- University degree in Information Technology, Computer Science, or Statistics with 3 years of working experience, or
- High School Diploma in the above fields with five years of relevant working experience.

Experience:

- Minimum three Years in a related field, preferably within the International Humanitarian Field.
- Demonstrated ability to maintain confidentiality is mandatory.
- Experience monitoring and training data entry staff.
- Experience in database development and maintenance.
- Detailed knowledge of the UN System, and NGO humanitarian community
- Knowledge of camp management-related technical guidelines, standards, and indicators
- Experience in web design and programming is an advantage.
- Experience in Building Static/Interactive Maps and Experience in ArcGIS, MapInfo.

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

Skills:

- Knowledge in developing KoBo/ODK tools.
- Knowledge in Microsoft Power BI, Microsoft Power automate, and Power Apps.
- Proven statistical analytic skills.

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.
- 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 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 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 **Sunday, 21 July 2024** and follow this link: <https://forms.office.com/e/c8dHtjTdz1>

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 **SVN2024.62 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 **08.07.2024 to 21.07.2024**