

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Position Title : **Reporting Officer (Displacement Tracking Matrix)**
Duty Station : **Multi Duty Stations**
Classification : **Professional Staff, UG**
Type of Appointment : **Special short term**
Five months with possibility of extension
Estimated Start Date : **As soon as possible**

Closing Date : **December 11, 2015**

Reference Code : **CFCV2015/26(P)-EXT**

Only internal candidates holding SST ungraded contracts and external candidates will be considered for this vacancy. This is a direct recruitment and the successful candidate will be offered Special Short Term (Ungraded) contract.

This is a request for Curricula / expression of interest for the position of Reporting Officer (Displacement Tracking Matrix). The envisaged length of service for this position is five (5) months with possibility of extension.

Applications from qualified female candidates are especially encouraged.

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.

Introduction:

The Displacement Tracking Matrix (DTM) is a system to track and monitor the displacement and population mobility. It is designed to regularly and systematically capture, process and disseminate information to provide a better understanding of the movements and evolving needs of displaced populations, whether on site or en route. Conceptualized in 2004 in Iraq, for the IDP assessments and monitoring exercises, the DTM has been continuously refined and enhanced through years of operational experience in countries in both conflict and natural disaster settings. It delivers essential role in providing primary data and information on displacement both in country and at the global level.

The strengthening of capacities and capabilities, in the field and at the global and regional level, has contributed to significant increase in level of implementation, particularly for the last 4 years. In parallel, DTM concept of operation and methodologies have also been utilized and adapted to serve other areas of IOM's work beyond internal displacement, including in responding to the present migration flows to Europe. As a result, demands for rapid expansion of DTM field activities and increase in number of countries of operation are expected to continue in the coming months. In anticipation to this, IOM is seeking to augment its human resource capacity to set up, roll out and manage the DTM in the field.

Context:

Under the direct supervision of the Programme Coordinator of Displacement, Tracking and Monitoring (DTM), the Reporting Officer (DTM) is responsible for overseeing aspects of reporting on the implementation of displacement tracking and of various activities or projects which may develop within the Displacement Tracking and Monitoring Unit (DTM).

Core Functions / Responsibilities:

1. Report and analyse DTM data and provide feedback regarding any inconsistencies.
2. Responsible for drafting of all the required reports and information products on DTM, including, but not limited to, the analytical and statistical reports, displacement profiles, maps and other relevant products.
3. Analyze collected data and information and map the identified conditions and needs in areas affected by displacements.
4. Organize appropriate trainings for the data collection team on issues related to DTM, including definitions, numbers, trends, impact on receiving populations, human rights concerns, and basic humanitarian needs.
5. Support programme implementation and reporting. Track progress and ensure that deadlines are met.
6. Research, analyse, write, and format internal and external programme reports and documents. Proof-read documents, attend meetings, take meeting minutes, and provide administrative support as requested by the supervisor.
7. Conduct research to support survey design, assessment preparation, and report development.
8. Liaise with relevant authorities, UN agencies, NGOs, think tanks, government authorities, and other stakeholders on issues relevant to the programme. Represent IOM at relevant meetings.
9. Support the IM Officer in ensuring the dissemination and adaption as necessary of information management tools that meet partners' and other humanitarian actors' needs.
10. Support and represent the role and functions of the DTM programme within cluster activities.

11. Perform such other duties as may be assigned.

Required Competencies

Behavioural

- Takes responsibility and manages constructive criticism;
- Works effectively with all clients and stakeholders;
- Promotes continuous learning; communicates clearly;
- Takes initiative and drives high levels of performance management;
- Plans work, anticipates risks, and sets goals within area of responsibility;
- Displays mastery of subject matter;
- Contributes to a collegial team environment;
- Creates a respectful office environment free of harassment and retaliation and promotes the prevention of sexual exploitation and abuse (PSEA);
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;
- Displays awareness of relevant technological solutions;
- Works with internal and external stakeholders to meet resource needs of IOM.

Technical

- Delivers on set objectives in hardship situations;
- Effectively coordinates actions with other implementing partners;
- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives.

Emergency and Crisis

- Works effectively in high-pressure, rapidly changing environments;
- Coordinates actions with emergency response actors and making use of coordination structures;
- Supports adequate levels of information sharing between internal units, cluster partners, IOM and other emergency response actors;
- Establishes and maintains effective relationships with implementing partners;
- Makes correct decisions rapidly based on available information.

Required Qualifications and Experience

Education

- Master's degree in Business Administration, International Relations, Political Science, Communications, Information Management, Computer Science or a related field from an accredited academic institution with two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience.

Experience

- Experience working in international organizations and the humanitarian community;
- Experience in project management and implementation;
- Experience in data collection, research, and report writing;

- Experience in statistical analysis (STATA, SPSS, etc);
- Experience writing technical requirements documents, translating/planning specifications to technical briefs for data capture/analysis, and compiling diverse datasets;
- Strong computer background, including experience with relational databases, Microsoft applications, spreadsheets, and word processing;
- Experience in the development and implementation of population databases a distinct advantage;
- Experience in relevant issues such as migration, displacement, and humanitarian assistance would be an asset.

Languages

Fluency in English is required. Working knowledge of French, Spanish, and/or Arabic an advantage.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by December 11, 2015 at the latest, referring to this advertisement.

Please refer to the link <http://1drv.ms/1ljmw5v> for the Displacement Tracking Matrix (DTM) questionnaire. Kindly note that you need to attach the completed DTM form upon submission of your application.

For further information, please refer to:

<http://www.iom.int/how-apply>

In order for an application to be considered valid, IOM only accepts online profiles duly filled in and submitted with a cover letter not more than one page specifying the motivation for applications.

Only shortlisted candidates will be contacted. You can track the progress of your application in your personal application page in the IOM e-recruitment system.

Posting period:

From 27.11.2015 to 11.12.2015

Requisition: CFCV2015/26 (P) - Reporting Officer (DTM) - Multi Duty Stations (54707688) Released
Posting: CFCV2015/26 (P) - Reporting Officer (DTM) (UG) - Multi Duty Stations (54707695) Released