

## OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Position Title : **Operation 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 : **CFCV2015/27(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 Operation Officer. 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 Operation Officer (DTM) is responsible for overseeing aspects of operations on the implementation of displacement tracking and of various activities or projects which may develop within the Displacement Tracking and Monitoring (DTM) programming.

### ***Core Functions / Responsibilities:***

1. Support in operational management of the Displacement Tracking Matrix (DTM) Programme in the country.
2. Support in the supervision and management of the activities and the development of a country wide strategy of the data management and other relevant operations.
3. Supervise field assessment with multi-layered data collection techniques to gather timely information about displacement, population mobility, movement flows, and any other source of data required.
4. Regularly monitor, propose, and implement all necessary modifications on relevant operational aspects in the field.
5. Support in supervision of field staff, prepare and organize appropriate trainings for the data collection team on issues related to DTM operations, including data collection methods and procedures on a regular basis.
6. Support programme implementation and overall management of the data collection team. Track progress and ensure that deadlines are met.
7. Liaise with relevant authorities, UN agencies, NGOs, think tanks, government authorities, and other stakeholders on operational issues relevant to the field activities. Represent IOM at relevant meetings.
8. Support the organization and deployment of DTM missions to the Field. Organize the logistics for and procurement of DTM materials to ensure timely response.
9. 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 and assessment operations;
- Strong computer background, including experience with Microsoft applications, spreadsheets, and word processing;
- 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: CFCV2015/27 (P) - Operation Officer, DTM (UG) - Multi Duty Stations (54707700)  
Released Posting: CFCV2015/27 (P) - Operation Officer (DTM) (UG) - Multi Duty Stations (54707709) Released