

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Position Title : **Database 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 : **CFCV2015/28(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 Database 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 overall supervision of the Chief of Mission, the direct supervision of the Programme Coordinator of Displacement Tracking Matrix (DTM), the Database Officer will be responsible for overseeing all aspects of the development and implementation of DTM databases and application systems.

Core Functions / Responsibilities:

1. Develop, implement and administer database information systems to gather and process information required for DTM implementation.
2. Responsible in developing data collection tools and/or data entry tools.
3. Support in the development of a geographical information system (GIS) system for the production of database-related maps.
4. Provide user support, guidelines, training materials, and training sessions on the deployment, use, operation, and maintenance of databases and data collection systems to government authorities, programme staff, and implementing partners.
5. Prepare and develop analytical tools and reports for displacement trends, needs assessments and programme activities using the programme's various databases.
6. Develop and implement proper backup, restore, data validation, and security procedures to ensure data integrity and availability.
7. Recruit, manage and train, as needed, database assistants and data entry clerks to ensure the quality of data entered into IOM databases.
8. Secure consistent availability of computer services. Support maintenance of and training on all technologies used for information database systems.
9. Visit field offices to provide technical support to the usage of information and database systems. Design databases and auxiliary information sub-systems for existing or new programmes and projects.
10. Support the reporting and analysis of data for donors and other stakeholders. Ensure data consistency and provide statistical information and mapping.
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 Computer Science, Information Technology, Database Management, Software Development, Business Administration, Mathematics, Statistics 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 in the administration of multi-site IT infrastructure;
- Experience in the development and implementation of population database systems (e.g. migrant registration, censuses, household surveys);
- Experience in the development and management of database information systems;
- Experience in the development and implementation of ODK or any other mobile data collection tools;
- Working experience with the following tools: Access, VB.NET, C++. NET framework, Java, ASP.NET, SQL or Oracle (MCP certification in any of these products is an advantage).

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/1jmw5v> 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: CFCV2015/28 (P) - Database Officer (DTM) (UG) - Multi Duty Stations (54707730)
Released Posting: CFCV2015/28 (P) - Database Officer (DTM) (UG) - Multi Duty Stations (54707735)
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