



OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Position Title : **Information Management 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 : **CFCV2015/29(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 Information Management 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 Information Management (IM) Officer will be responsible for overseeing all aspects of the Information Management requirements to the implementation of the DTM.

Core Functions and Responsibilities:

1. Plan, design, and implement the integrated mechanism for data gathering and information management across all activities to ensure accurate and reliable data is collected, stored, and submitted in a timely manner to be further processed.
2. Ensure that the implementation of the information management systems and application adhere to Information Technology and Communication (ITC) Policies and Standards.
3. Support the effective DTM projects implementation; ensure regular monitoring as per agreed timelines; prepare project status and progress reports.
4. Ensure the effective use of the designated information system, including DTM portal and application tools, and other databases to manage the implementation of information management mechanism.
5. Support in the supervision of data collection processes and the overall data management activities including encoding, storing, and transferring data as well as processing, and support to the analysis of the collected data and information locally.
6. Ensure timely preparation and generation of local level information products, and support on information sharing and dissemination to all relevant channels.
7. Identify gaps on data and information relevant to the programme implementation and contribute to the preparation of project proposals aiming to address such needs.
8. Develop and conduct training modules for the stakeholders as required for the implementation of information management mechanism to ensure smooth roll out.
9. Coordinate the development and enhancement of the integrated, methodology for data collection and information packing as required and needed by programmes.
10. 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 Information Management, emergency humanitarian operations; management and coordination of information flows, data management including collection, storing, processing, and analysing data to generate information products;
- In-depth knowledge of the latest technological developments in information technology and information system;
- Demonstrated ability for leadership in the context of partnership building and consensual decision-making;
- Proven skills to analyse statistical information;
- Ability to formulate IM-related technical requirements and Operating Procedures;

- Ability to translate planning-specifications into technical briefs for data capture and analysis, and vice versa;
- Ability to compile and holistically analyse diverse datasets;
- Experience with handling confidential data;
- Demonstrated team-building and information management skills;
- Demonstrated understanding of different data collection methodologies;
- Knowledge and understanding of relational data theory;
- Experience in advanced data visualization and information design skills.

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: CFCV 2015/29 (P) - Information Management Officer (54707744) Released
Posting: CFCV2015/29 (P) Information Management Officer (DTM) (UG) - Multi Duty Stations (54707747) Released