



International Organization for Migration (IOM)  
The UN Migration Agency

Position Title : **Data Entry Clerk**  
Duty Station : **Accra, Ghana**  
Classification : **UG**  
Type of Appointment : **SST Hourly Contract**  
Estimated Start Date : **As soon as possible**  
Closing Date : **18 March 2021**

*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.*

### ***Context:***

Under the overall supervision of the Chief of Mission, and the direct supervision of the Project Manager, the successful candidate will be responsible and accountable for supporting the beneficiaries data collection and data management under the EU-funded initiative "Protection and reintegration of returnees along the central Mediterranean migration route".

In particular, he/she will:

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

- Create a project database based on needs identified by the IOM project Ghana team and in close coordination with the Project Manager.
- Ensure systematic collection and accurate entry of beneficiary data received from the Reintegration Assistants into the database.
- Ensure effective quality control of data in line with IOM regional requirements and standards.
- Consistently monitor the database and correct any anomalies and report any challenges to the Project Manager.
- Maintain and further develop the structure or format of the database as required, incorporating ideas and amendments from Reintegration Assistants.
- Input data received in the IOM MiMOSA database ensuring accuracy and no discrepancies between the IOM project database (Ghana) and MiMOSA.
- Maintain strict confidentiality in all aspects of the work.
- Undertake any other tasks assigned by the Supervisor.

### ***Required Qualifications and Experience:***

#### **Education**

- University degree from an accredited educational institution in human or social science, business,

and administration with at least two years of relevant working experience.

## **Experience**

- Proven experience in data collection, analysis and dissemination is required.
- Proven experience in applying data protection principles including principles of confidentiality in the management of beneficiary information.
- Experience in working on development/migration issues an advantage.
- Ability to work with tight deadlines.

## **Languages**

For this position, fluency in English is required (oral and written). Working knowledge of French is an advantage.

1 Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

## **Required Competencies:**

**Values** - all IOM staff members must abide by and demonstrate these three values:

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintains 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

- **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.

IOM's competency framework can be found at this link.

[https://www.iom.int/sites/default/files/about-iom/iom\\_revised\\_competency\\_framework\\_external.p df](https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf)

Competencies will be assessed during a competency-based interview.

## **Other:**

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment or visa requirements and security clearances.

No late applications will be accepted.

***How to apply:***

Interested candidates are invited to submit their applications directly to [accravacancies@iom.int](mailto:accravacancies@iom.int) by 18 March 2021 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

***Posting period:***

From 11.03.2021 to 18.03.2021

***No Fees:***

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.