



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **ICT and Data Integrity Assistant**
Duty Station : **Washington DC, United States**
Classification : **G5**
Type of Appointment : **Fixed term, one year**
Estimated Start Date : **As soon as possible**
Reference Number : **VNUS10-2021-10**
Closing Date : **September 28, 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.

IOM is committed to a diverse and inclusive work environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Please be advised that this is a local position and as such only US citizens and residents will be considered

Context:

Under the general oversight of the Chief of Mission at IOM Washington, DC, CORMF office, and the direct supervision of the IT Administrator, the incumbent is responsible for providing ICT support to the FRTF project and undertaking data integrity activities, with the following duties and responsibilities:

Core Functions / Responsibilities:

1. Maintain the confidentiality and integrity of all information by implementing control procedures in line with IOM's Data Protection Policy. Alert the Project Manager of any non-compliance to SOPs or codes of conduct by staff members.
2. Assist in creating reports for the FRTF staff and presenting them in a timely, clear and concise format using established reporting tools.
3. Assist in designing and publishing reports in a clear and informative format, ensuring data integrity and veracity and utilizing data drawn from multiple database sources.
4. Assist in coordinating the distribution of reports, typically by email, to relevant stakeholders, both internal and external.

5. Provide local ICT assistance to end users, including troubleshooting and related tasks to facilitate the smooth operations of systems, including user workstations. Maintain ICT technical documentation.
6. Assist in planning installation of systems, network components, software, updates, upgrades, including replacement of hardware, and introduction of ICT infrastructure changes to the office, through implementation of IOM ICT Standards, Policies and Guidelines, and other relevant instructions, pertinent to the network systems, ICT security, software licensing, telecoms and other systems.
7. Assist in protecting data and system integrity by monitoring ICT systems such as anti-virus, backup services, access controls, firewalls, printers, and physical security.
8. Provide guidance and information to users on the prevention of virus, phishing, SPAM, and other malware infections. Assist in performing backup data recovery simulations and ensure that the data can be restored efficiently in the event of a disaster.
9. Undertake duty travel as needed to participate in meetings or training.
10. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- High School degree with 5 years of work experience or
- Bachelors' degree or equivalent preferably in Computer Science, Information Management or a related discipline with 3 years of work experience.

Experience

- Minimum two years' experience with Microsoft SQL Server (2012 or newer), with knowledge of SQL Server Management Studio and performing queries. Experience of SQL Server Reporting Services preferable.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills

- Advanced knowledge of Microsoft office products, including Word, Excel, and PowerPoint.
- Attention to detail and ability to organize.
- Discreet, details and clients-oriented, patient and willingness to learn new things.
- Ability to work under pressure with minimum supervision.

Languages

For this position, fluency in English is required.

Required Competencies

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

- 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.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment.

How to apply:

Interested candidates are invited to submit a letter of interest and up-to-date curriculum vitae to iomdcvn@iom.int, **quoting reference: VNUS10-2021-10 by September 28, 2021**, at the latest. Only shortlisted candidates will be contacted.

Posting period:

From 14 to 28 September 2021