



POST DESCRIPTION

SECTION I

Position Information

Position Title	Geographic Information System Assistant and DTM Assistant
Rank of Position	G6
Place of Service	Yaounde, Cameroon
Duration of the contract	06 months short term special, renewable
Is this a position based in a region, headquarters, MAC, PAC, liaison office, or national office?	Country Office
Reported directly	DTM & PBF Project Manager
Number of Direct Reports	0

SECTION 2

Context

Founded in 1951, IOM is the leading intergovernmental 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 this by providing services and advice to governments and migrants.

The Displacement Tracking Matrix (DTM) is an IOM tool to understand displacement, migration flows and other specific aspects of populations and individuals on the move.

Under the direct supervision of the DTM & PBF Project Manager in Yaoundé and under the overall supervision of the Head of Mission, the successful candidate will be responsible for assisting DTM units on a wide range of issues related to Geographic Information Systems, associated data, management, emergencies and humanitarian response.

He/She will be responsible for liaising with implementing partners, preparing data received, and designing specific, high-quality GIS products, with the assistance of Information Management Assistants and DTM Coordinators.

She will also be responsible for participating in the Data Management Working Group (GIMAC initiative, DTM) and coordinating aspects related to the management of DTM data, sharing it with the authorities and stakeholders concerned to improve the visibility of DTM data to all relevant bodies.

He/she will also be able to assist the DTM project manager in the design of reports and publications including his/her maps and the data produced by all DTM teams.

SECTION 3

Tasks and responsibilities

1. Support the administration of effective geographic information systems (GIS) in the context of DTM implementation, including the production of GIS-related data visualization products and tools in the form of high-quality graphical information, for operational purposes as well as information sharing and dissemination;
2. Production of cartographic products such as basic displacement maps, analysis maps associated with the various reports produced by the DTM, more advanced cartographic products which may include interactive maps and/or analysis or reference files;
3. Work closely with the Emergencies + DTM Officer and DTM Coordinators to develop GIS products and mapping services in support of IOM's mission in Cameroon. This includes the implementation of mapping projects, the production of maps and the management of DTM data in conjunction with the information managers present in the sub-offices in Buea, Maroua and Bertoua;
4. Participate in working groups around data management and coordinate aspects related to the management of DTM data, their sharing with the relevant authorities and stakeholders to improve the visibility of DTM data to all relevant bodies;
5. Liaise with the Migration Data Working Group set up by OIIM and support its activities in conjunction with the DTM Project Officer and MINREX;
6. Participate in the training and support of field staff regarding GIS requirements for data collection and management, surveys and assessments, and the maintenance of all these;
7. Prepares background materials such as PowerPoint presentations, maps and other information products for meetings and field missions. As required and always in compliance with IOM's norms and standards in this area;
8. Participate in the identification and analysis of existing capacities in terms of database and structures, in terms of availability of relevant datasets and shapefiles; archiving basic GIS data, maintaining the inventory/database relevant to the humanitarian response in Cameroon.
9. Assist the DTM and other units in liaising with implementing partners, in data entry activities, data cleaning, data analysis and provide guidance on data visualization as appropriate;
10. Enter, clean and structure geographic data;
11. Collect geographic information related to data preparation;
12. Support the mission in the creation of any other information/communication products (infographics, maps, etc.);
13. Regularly update IOM GIS products, dashboards, and visualizations;
14. Work closely with OCHA in Cameroon and the IOM Regional Office in Dakar for the production of IOM information products;
15. Ensure compliance with IOM's data protection principles;
16. As required, participate in and assist in the training of DTM data collection investigators.
17. Perform any other duties as required.

SECTION 4

Qualifications and experience required.

EDUCATION

- University degree from an accredited institution in the fields of Geographic Information Systems Management, Engineering, Data Management and Visualization, Computer Science or any other related field with at least four years' relevant professional experience;
- High school diploma (Bachelor's level at least) with at least six years of relevant professional experience in the fields of geographic information systems management, engineering, data management and visualization, computer science or any other related field.

EXPERIENCE

- Experience in the use of GIS in an emergency operational context;
- Expertise in ESRI, ArcGIS, QGIS and other GIS-related software as well as Open Street Map;
- Experience in producing data visualization tools;
- Proficient in Microsoft Office Suite;
- Knowledge of interactive mapping tools would be an advantage;
- Knowledge of data protection principles, data security and IT security best practices;
- Experience in project management, event organization in conjunction with UN authorities and agencies in charge of information management.

SKILLS

- Excellent operational, organizational and communication skills;
- Mastery of one or more tools for managing, cleaning and analyzing statistical data and data visualization (Excel, MS Access, Visual Basic, SQL Server, R...);
- Proficiency in Adobe Illustrator, Inkscape and/or board would be an advantage;
- Mastery of the structuring of geographical data.

SECTION 5

Languages

REQUIRED

- English and French (fluent, oral and written)

DESIRABLE

- Fluency in English and French, with excellent written and oral skills.

SECTION 6

Competencies¹

Competencies¹

The candidate should demonstrate the following values and skills:

SECURITIES – All IOM members must respect and demonstrate these five principles:

- **Inclusion and respect for diversity:** Respects and promotes differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** Maintain high ethical standards and acts in a manner consistent with the organization's principles/rules and standards of conduct.
- **Professionalism:** Demonstrates the ability to work in a calm, competent and committed manner and exercises prudent judgement in meeting day-to-day challenges.
- **Courage:** Demonstrates willingness to take a stand on important issues.
- **Empathy:** Demonstrates compassion for others, making people feel safe, respected, and treated fairly.

ESSENTIAL SKILLS – Behaviour indicators – Choose a level.

- **Teamwork:** Develops and promotes effective collaboration within and across units to achieve common 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 results.
- **Managing and sharing knowledge:** Continuously seeks to learn, share knowledge, and innovate.
- **Accountability:** Takes ownership of the achievement of organizational priorities and assumes responsibility for own actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication; explains complex issues in an informative, inspiring, and motivating way.

SECTION 7

How to apply?

Interested candidates should send their file including CV and cover letter to the attention of the IOM Cameroon Chief of Mission to IOMCameroonApplication@iom.int before 8th December 2023 with the subject line: " **Geographic Information System Assistant and DTM Assistant – G6**".

Only shortlisted candidates will be contacted to take a written test prior to a final interview. Please note that:

- Commitment is subject to confirmation of funding.
- Recruitment is subject to obtaining a medical certificate and obtaining a residence and security permit.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.