OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No.	:	**VN/MZ10/2023/040**
Position Title	:	Information Management Assistant (CRP)
Duty Station	:	Pemba, Mozambique
Job Family	:	Information Management
Classification	:	**General Service, G-5**
Type of Appointment	:	One Year Fixed Term Contract,
Report to	:	Programme Officer (CRP)
Estimated Start Date	:	As soon as possible
Closing Date	:	**08 June 2023**

IOM is committed to a diverse and inclusive environment. For this vacancy, the following internal candidates who meet the eligibility criteria are considered as first-tier candidates:

- Internal candidates on regular or fixed-term contracts should meet the minimum time in post requirement of eighteen months or more at the time of the closing of the SVN.

- The minimum time in post requirement is six months for such internal candidates who are incumbents of a position being advertised or confirmed for discontinuation.

- Internal candidates on short-term contracts should meet the minimum time in post requirement of six months or more at the time of the closing of the VN.

In addition, all applicants should meet eligibility requirements for languages, education and work experience requirements stipulated in the VN.

CONTEXT:

The International Organization for Migration (IOM), the UN Migration Agency, is a dynamic and growing inter-governmental organization, with 172 member states. IOM is committed to the principle that "humane and orderly migration benefits migrants and society". Established in 1951 and now active in over 440 field locations worldwide, IOM works with partners, government, and civil society to promote international cooperation to address operational

challenges of migration and mobility, assist in the search for practical solutions to migration problems, and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people. IOM addresses the migratory phenomenon from an integral and holistic perspective, including links to development, to maximize its benefits and minimize its negative effects.

IOM-Mozambique is building a new portfolio of activities designed to improve community resilience and reduce the drivers of conflict and displacement in Cabo Delgado. These activities will seek to build social cohesion and develop livelihood options for marginalized groups. The activities are planned to be implemented across multiple villages and districts, and will require significant coordination, networking, and liaising responsibilities in addition to technical, operational and management oversight.

Under the overall supervision of the Programme Manager (CRP) and the direct supervision of the Programme Officer (CRP), the incumbent will support the information management of all project activities, and support coordination with field staff. The incumbent will assist in the project's compliance with IM and M&E standards, quality assurance, and IOM and donor requirements.

RESPONSIBILITIES AND ACCOUNTABILITIES

1. Support the implementation of the project's Monitoring and Evaluation framework

2. Support oversight of data collection processes in the CRP Programme and the overall data management activities including encoding, storing, processing, and support to the analysis of the collected data and information.

3. Provide assistance to ensure timely preparation and generation of information products, and support on information sharing and dissemination to all relevant channels.

4. Undertake and supervise regular field monitoring visits to collect quantitative and qualitative data on progress and emerging outcomes.

5. Ensure of the timely submission of project data from field staff and partners, ensuring that all beneficiary information is gathered in line with data protection principles

6. Lead in cleaning, processing and analyzing project data to inform decision-making and implementation.

7. Assist in the development internal and donor reports by providing detailed information on project achievements, and progress against set targets based on monitoring data collected

8. Lead the management of the internal project database, ensuring that all relevant data on the implementation of the project are captured and organized

9. Support field monitoring and evaluation visits in coordination with the M&E and project team to monitor technical compliance, and timely execution of projects vis-à-vis approved work plan and timelines

10. Provide user support on information management tools and reporting needs.

11. Perform such other tasks as may be assigned

EDUCATION

- University degree in business administration, Computer Science, Statistics, Communications, Geodetics, International Relations, Political Science, Social Sciences, or any related discipline from an accredited academic institution with at least three years of relevant working experience, or

- Minimum completed High School degree with certification in computer science with at least five years of relevant work experience.

EXPERIENCE

- Experience in the management and coordination of information flows, data management including collection, storing, processing, and analysing data to generate information products.
- Minimum four years relevant work experience in project management, monitoring and evaluation, information management, and reporting
- Experience in data analysis and report writing required
- Proven ability to consolidate and validate information from multiple sources;
- Proven ability to work with basic presentation software, e.g. Microsoft PowerPoint and Excel, a must;
- Working knowledge of the Cabo Delgado province
- Working knowledge of GIS and mapping tools and advantage

SKILLS

- Advanced data visualization and information design skills.
- Strong computer background in Microsoft Applications (Excel, Word, PowerPoint, Outlook, ACCESS)
- Experience in research and report writing
- In-depth knowledge of the latest technological developments in information technology and information system;
- Analyze 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 analyze diverse datasets;
- Experience with handling confidential data;

- Demonstrated team-building and information management skills;
- Demonstrated understanding of different data collection methodologies;
- Understanding of relational data theory.

LANGUAGES

Fluency in **English** and **Portuguese** both written and spoken is required, working knowledge of English is an advantage.

REQUIRED COMPETENCIES

The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion whenever possible.

- **Integrity and transparency:** Maintain 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 – Level 2

- **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 actions 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.

How to apply

Interested candidates are invited to submit their applications in **ENGLISH**, with:

a) Cover letter clearly specify suitability and availability date.

b) Detailed *curriculum vitae*, including skype user ID, phone number, historical salary and minimum three referees (preferably former direct supervisors).

Please submit your application by email to iommzbvacancies@iom.int , indicating your name and the reference code above **[Name, VN/MZ10/2023/040 – Information Management Assistant (CRP)]** as subject. The deadline for applications is **08 June 2023.**

Only applicant who meets the above qualification will be considered.

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.

Posting period:
From 24.05.2023 to 08.06.2023