



## OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **SVN/MZ10/2022/052**

Position Title : **Information Management Assistant (CCCM)**

Duty Station : **Pemba, Mozambique**

Classification : **General Service, G-5**

Type of Appointment : **Special Short Term Graded Contract, 06 (six) months with possibility of extension**

Report to : **Programme Manager (CCCM)**

Estimated Start Date : **As soon as possible**

Closing Date : **28 November 2022**

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 SVN.

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

### 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.

Under the overall supervision of the Emergency Response and Recovery Coordinator (EC) and the direct supervision of the Programme Manager (CCCM), the successful candidate will work in close collaboration with the CCCM Information Management Officer with the CCCM Cluster Coordinator, the Head of the Pemba Sub Office, the DTM Programme Manager, and the CCCM Programme Officers., the incumbent will actively participate in addressing the information management requirements for IOM CCCM field operations. The successful candidate will support Databases administration, data collection exercises, regular reporting, and mapping of IDP sites / CCCM operations.

## **RESPONSIBILITIES AND ACCOUNTABILITIES**

1. In close coordination with the CCCM Operations Unit, Displacement Tracking Matrix Unit and the CCCM Cluster in IOM Mozambique, participate in the development, implementation, and administration of database information systems to gather and process information on internally displaced persons (IDPs).
2. In coordination with the CCCM field staff, track protection and assistance gaps in sites, site like settings, host communities and areas of return and ensure they are registered in the IOM databases.
3. Train and monitor work of the staff performing data entry in Site Monitoring Tools and CFM databases. Verify data entry ensuring that it is timeously done, accurate, reliable and respects IOM's data protection principles. Support field teams through field visits when necessary.
4. Support the coordination of information collection on multi-sector gaps into IOM databases. Ensure that information from databases is received in a timely manner by relevant units and external stakeholder organizations for operational purposes.
5. Provide general information management support services to the CCCM Cluster and other related Sector Working Groups as required.
6. Verify that data entry in the Site Monitoring Tools is up to date for all sites monitored by IOM and provide support with data entry where necessary.
7. Provide user support, guidelines, training materials, and training sessions on the deployment, use, operation, and maintenance of databases and data collection systems to government authorities, programme staff, and implementing partners.

8. Implement proper backup, restore, data validation, and security procedures.
9. Draft sections of reports for displacement trends, needs assessments and programme activities using the programme's various databases.
10. Assist in the implementation of the IOM Information Management and CCCM Strategies in IOM Mozambique and IOM Pemba Sub Office in particular.
11. Participate in the design of other databases and auxiliary systems for existing or new programs and projects within IOM Mozambique, as required.
12. Participate in reinforcement of the Information Management skills of IOM Mozambique, Pemba Sub Office staff members.
13. Ensure of proper archiving/saving of the data collected and of the maintenance of the equipment used in the field as per established procedures.
14. Produce maps for IDP sites managed by IOM as well as for CCCM operations.
15. Perform any other duties as assigned by senior management.

## **EDUCATION**

- University degree in Information Technology, Computer Science, Statistics, Science from an accredited academic institution with three years of relevant experience, or
- Completed High school degree with five years of relevant professional experience

## **EXPERIENCE**

- Experience in related field, preferably within the International Humanitarian Field; Demonstrated ability to maintain confidentiality is mandatory.
- Experience using two or more of the following tools: ASP.Net, Microsoft SQL server, Data analysis with Excel, MS Office Applications.
- Experience with population database system development and implementation (such as registrations, census, or surveys).
- Experience and knowledge of data visualization tools like PowerBI/Tableau/Google Data Studio.
- Experience in developing KOBO/ ODK tools.
- Experience with mapping software like ESRI ArcGIS, QGIS.
- Experience in the development and implementation of population database systems (such as registrations, census, or surveys).
- Experience in database development and maintenance.
- Experience in managing and training data entry staff.

## **SKILLS**

- Ability to operate GIS software and produce mapping products.

- Hands on experience in database development / maintenance and data analysis.

## **LANGUAGES**

- Portuguese and English Language proficiency.

## **REQUIRED COMPETENCIES**

The incumbent is expected to demonstrate the following values and 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: 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 1*

- 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.

## **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](mailto:iommzbvacancies@iom.int) , indicating your name and the reference code above **[Name, SVN/MZ10/2022/052 – Information Management Assistant (CCCM)]** as subject. The deadline for applications is **28 November 2022**.

**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 14.11.2022 to 28.11.2022