



OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **CFCV/MZ10/2023/050**

Position Title : **Consultant (DTM Information Management)**

Duty Station : Pemba, Mozambique

Classification : **Consultancy, Grade UG**

Type of Appointment : Consultancy Contract, 3 (three) months with the possibility of extension. The first six months shall be considered as probation period.

Report to : DTM Project Officer

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

Closing Date : **29 June 2023**

IOM is committed to a diverse and inclusive environment. This is a request for Curricula/expression of interest for the position of **DTM Information Management Assistant**. The successful candidate will be offered Consultancy Contract.

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

Context:

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency 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 so by providing services and advice to governments and migrants.

The Consultant (DTM Information Management Assistant) will be responsible for overseeing the program-related tasks including database/information management as related to the implementation of DTM Activities (Category A).

Project Context and Scope:

- Assist in the timely implementation of the DTM IM activities in line with the DTM IM program strategy, programme guidelines, targets, and deadlines, including assessment, reporting and data management functions.
- Monitor data collection processes in the DTM Programme and the overall data management activities including encoding, storing, processing, and support to the analysis of the collected data and information.
- Provide assistance to the timely preparation and generation of information products, and support on information sharing and dissemination to all relevant channels.
- Provide user support on information management tools and reporting needs.
- In close coordination with ICT Assistant in Maputo, provide onsite end-user support to IOM staff on ITC issues.

Responsibilities and Accountabilities

- Data Management of Weekly Emergency Tracking datasets as well as ad hoc Movement Alerts (Reporting and Information Management support).
- Support data management quarterly Mobility Tracking and Multisectoral Location Assessment Dataset.
- Support data management of Population Count Datasets.
- Information Management support in thematic surveys (Durable Solutions, Intention Surveys, Perception Surveys, Flow Monitoring Surveys, DRR, MSNA ETC.).
- Ad hoc GIS and Information Management support (generation of maps, data cleaning & consolidation).

Required Qualifications and Experience**Education**

- Bachelor's degree in information management, Geographic Information Systems, Computer Science, or a related field from an accredited academic institution with two years of relevant professional experience.

Experience

- Work experience in UN agencies, NGOs, and related humanitarian response bodies.
- Experience in the management and coordination of information flows, data management including collection, storing, processing, and analyzing data to generate information products
- Knowledge of Relational Database Management System and MS Office applications;

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 oral and written is required.

Required Competencies

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

Values – all IOM staff members must abide by 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 *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.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of Education certificate and security clearances.

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 historical salary and minimum three referees (preferably former direct supervisors).

Please submit your application by email to iommzbvacancies@iom.int , indicating the reference code above **(CFCV/MZ10/2023/050 – DTM Information Management Assistant)** as subject. The deadline for applications is **29 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 15.06.2023 to 29.06.2023