

VACANCY NOTICE



International Organization for Migration (IOM)
The UN Migration Agency

The International Organization for Migration is seeking qualified Turkish Nationals and non-Turkish nationals holding a valid residence permit for the following position based in Gaziantep/Hatay/Sanlıurfa, Turkey.

Vacancy Notice Number:	VN#TR/2018/217
Position Title:	On Call Field Support (Enumerator)
Duty Station:	Gaziantep/Hatay/Sanlıurfa, Turkey
Classification:	Hourly contract
Deadline of Applications:	7 December 2018
Number of People to be hired	1
Eligibility:	Internal and External Candidates

Established in 1951, IOM is the leading inter-governmental 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 so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive 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.

General Functions:

With the crisis in Syria in its 7th year, a political solution is still to be found as the conflict remain unresolved and the heavy fighting between the government and opposition forces has continued throughout the country generating regional refugee crisis. 3.9 million Syrian refugees are living in neighboring countries, with over 2.7 million in Turkey. While over 260,000 Syrians are living in 25 camps across Turkey, the remaining 2.5 million (accounting for 90%) live outside of camps in urban and rural areas throughout the country.

In line with the Regional Refugee and Resilience Plan (3RP), IOM is providing multiservice assistance for Syrians including transportation, NFIs, support to food, , and support to community centers established by NGOs, reaching approximately 700,000 individuals to date.

Under the overall supervision of the Senior MEAL assistant and the direct supervision of the Community Feedback Assistant (CFA). The incumbent will be responsible for MEAL data collection at field level in line with IOM policies, standards and commitments.

Major Duties and Responsibilities:

1. Administer quantitative and qualitative data for IOM projects during activity, process, post assistance and outcome monitoring and recording beneficiary responses as instructed.
2. Support collection and documentation of beneficiary feedback during field monitoring visits and share with community feedback assistant CFA.
3. Comply with the requirements necessary for conducting a successful interview and ensuring beneficiary consent before interviews.
4. Support M&E assistants in FGDs organization process and documentation.
5. Follow confidentiality and security procedures to ensure respondent privacy is protected.
6. Conduct initial data quality review at field level before submission to the team leader.
7. Conduct follow up calls to beneficiaries to gather their feedback and closing the feedback in consultation with CFA.
8. Ensure that appropriate tools are used for data collection and documentation through verification with the CFA before data collection.
9. Use M&E gadgets allocated for data collection appropriately and managed well at field level.

10. Support community feedback assistant CFA in information provision sessions to beneficiaries in the field and through help center.
11. Support CFA in distribution of visibility materials for IOM in the field.
12. Perform other duties as may be assigned.

Required Qualifications:

Education:

- University degree in Business Administration, Social Science, Information Management, or in a related field from an accredited academic institution, with one of relevant professional experience; or;
- Completed High school degree from an accredited academic institution, with three years of relevant professional experience.

Experience:

- Experience in M&E implementation and community-based feedback mechanism is an asset
- Previous experience in quantitative and qualitative data collection or relevant field experience.
- Proven ability in translation from/to Arabic to/from English is required;
- Proven ability to consolidate and validate information from multiple sources;
- Knowledge in advance excel, power-BI, and statistical analysis, preferred;
- Communication skills, ability to communicate effectively with beneficiaries;
- Ability to set priorities and undertake new tasks quickly;
- Good understanding of and engagement with the humanitarian context and the key principles of accountability, impartiality, neutrality, independence and cooperation;
- Intercultural understanding, sensitivity and adaptability;
- Ability to manage self under pressure and stress, and maintain ethical and professional conduct; Strives to achieve high quality work and outcomes; analyses and finds creative solutions to problems.

Languages:

- Fluency in **English** and **Arabic** is required.
- Working knowledge of Turkish is an advantage.

Required Competencies

The incumbent is expected to demonstrate the following competencies:

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.

- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions.

How to Apply:

Interested candidates are requested to submit their application including the most recent CV with a cover letter in English with contact details (name, position, phone and e-mail details) of three references by indicating name of the position applied with its VN number in the subject line of the e-mail to to iomtrjobs@iom.int or to IOM Birlik Mahallesi Sehit Kurbanı Akboga Sok. No:24 06610, Çankaya, Ankara Turkey by the end of **7 December 2018**.

Please note that only shortlisted candidates will be contacted.