

## 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, Turkey.

Vacancy Notice Number:	<b>VN#TR/2018/60</b>
Position Title:	<b>Portal Data Assistant</b>
Duty Station:	Gaziantep-Turkey
Classification:	6 months Special Short Term Graded Contract –with possible extension (G5)
Deadline of Applications:	<b>29 May 2018</b>
Number of People to be hired	4
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:**

*Under the overall supervision of Head of Sub-Office – East, Southeast, Mediterranean (ESEM) Region of Turkey and the direct supervision of the Information Management Officer, the incumbent will support all activities related to IOM Turkey Portal that includes training of staff on the usage of IOM Turkey Portal, providing technical support to IOM Turkey Staff, testing and documenting new modules of IOM Turkey Portal, performing quality check of the encoded data and preparing reports.*

### **Major Duties and Responsibilities:**

#### **1. Data Gathering, Analyzing, Staff Support and Encoding**

- a. Prepare, enter and analyze data received from mission units and sub-offices into its corresponding database, follow up on pending data with all departments (sub-office and main office).
- b. Coordinate with program managers and staff in all related matters to the Portal, Communicate with Program managers in order to collect data and do a follow up on data collection and gathering information.
- c. Identify inconsistencies, inaccuracies and omissions in data submitted by sub-offices and communicate proactively with sub-offices to ensure accurate data submission;
- d. Operate databases currently being implemented by the mission and encode data verifying accuracy and integrity;
- e. Resolve data entry issues and provide information to sub-offices or main office on common challenges and questions in coordination with other team members, Assist staff with questions and difficulties and document the questions for the Information management unit.

#### **2. Staff Training in IOM Turkey Portal usage:**

- a. Assist in the development of training materials and participate in training of IOM staff and new hired staff. This includes training of new employees proper data entry procedure, orienting them in organization policies, and integrating them smoothly into organization operations.

- b. Attend organizational meetings and represent the Portal Support Team, Travel to sub-offices as required providing guidance on data entry and system use;

### **3. Data Protection**

- a. Adhere to data protection policies following procedures put in place for requests for data changes.
- b. Perform strict quality control during data encoding and make rectifications to format errors, spelling or grammar mistakes duplicate entries as needed;

### **4. System Testing and Quality Assurance**

- a. Support development team in delivering high quality products, Support main software testing activities - test analysis, test design, test execution, and reporting
- b. Create and keep updated a set of test scenarios and cases
- c. Schedule and conduct software reviews, Perform unit and integration tests and resolve any resulting issues/bugs.
- d. Support user acceptance test and communicate between users and Portal development team.
- e. Recommend software quality improvements
- f. Test and track the new changes in the system and create a proper referral system and documentation

### **5. Data Report and Data Visualization**

- a. Assist in collecting data and information to produce statistical reports for internal and external use of mission departments, units and other identified stakeholders, as requested.
- b. Designs reports and includes tools that can help end users easily digest the data, such as statistics, graphs, images and lists.
- c. Distributes reports via shared software, email, chat, or online or a face-to-face meeting presentation.

Perform other assigned tasks.

### **Required Qualifications:**

#### **Education:**

- Completed Bachelor's degree from an accredited academic institution preferably in Computer Science, Media or Social Sciences or any discipline related to Information Management from an accredited academic institution with three years of relevant professional experience; or
- Completed High School degree from an accredited academic institution with five years of relevant professional experience;

#### **Experience:**

- Demonstrate good understanding of data management concepts such as data collection, collation and data reporting and is able to cascade to other team members;
- Must have demonstrated knowledge of Ms. Word, Ms. Excel (reporting functionality), PowerPoint, Access, Visualization Tools (Power BI etc.);

- Must have demonstrated knowledge of writing QA document and system Testing report. Three years professional experience in Data Collection, Information Management, Data Analysis and Quality Control of data;
- Experience in the management and coordination of information flows, data management including collection, storing, processing, and analyzing data to generate information product;
- Knowledge of Testing applications and Quality control.

#### **Languages:**

- Fluency in **English** is required.
- Knowledge of **Turkish** is an advantage.

#### **Required Competencies**

##### **Behavioral**

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with clients 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;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

#### **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, accreditation, any residency or visa requirements, and security clearances.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

**Please be advised that this is a local position and as such only applications from candidates with a valid residence / working permit residing in Turkey will be considered.**

#### **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](mailto:iomtrjobs@iom.int) or to IOM Birlik Mahallesi Sehit Kurbanı Akboga Sok. No:24 06610, Çankaya, Ankara Turkey by the end of **29 May 2018**.

Please note that only shortlisted candidates will be contacted.