

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:	VN#TR/2018/61
Position Title:	Information Management Assistant
Duty Station:	Gaziantep-Turkey
Classification:	6 months Special Short Term Graded Contract –with possible extension (G5)
Deadline of Applications:	29 May 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:

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 and Senior Information Management Assistant, the successful candidate will support the implementation of information management activities at IOM sub-office in Gaziantep in relation to IOM’s humanitarian response to Syria Crisis both inside Turkey, cross border and other IOM’s humanitarian assistance operations.

Major Duties and Responsibilities:

1. Support the Implementation of the integrated mechanism for data gathering and information management across all activities to verify accurate and reliable data is collected, stored, and submitted in a timely manner to be further processed in Gaziantep.
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3. Support the effective implementation of various IM tools; undertake regular monitoring as per agreed timelines; draft project status and progress reports.
4. Follow up on the effective use of the designated information system and other databases and assist the implementation of information management mechanism.
5. Support in monitoring of the data collection processes and the overall data management activities including encoding, storing, and transferring data from Central Data warehouse as well as processing, and support to the analysis of the collected data and information locally.
6. Support the design and implementation of mission’s Information Management Systems and reporting tools.
7. Support and promote the use of Geographic Information Systems (GIS) mapping by verifying data collection has relevance to GIS coding.
8. Prepare and generate local level information products, and support on information sharing and dissemination to all relevant channels.

9. Participate in the development of training modules for the stakeholders as required for the implementation of information management mechanism to facilitate smooth roll out.
10. Support the recruitment and training of staff under the framework of the programme who are involved in field data collection, entry and data processing.
11. Communication and support stakeholders (Implementing Partners) to provide technical guidance on the proper usage of IM and data collection tools.
12. Perform such other duties as may be assigned.

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:

- Experience in Information Management;
- Experience in the emergency humanitarian operations is desirable;
- Experience in the management and coordination of information flows, data management including collection, storing, processing, and analysing data to generate information products;
- In-depth knowledge of the latest technological developments in information technology and information system;
- Proven skills to 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;
- Advanced data visualization and information design skills.

Languages:

- Fluency in **English** is required.
- Knowledge of **Turkish** and **Arabic** 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 or to IOM Birlik Mahallesi Sehit Kurbani Akboga Sok. No:24 06610, Çankaya, Ankara Turkey by the end of **29 May 2018**.

Please note that only shortlisted candidates will be contacted.