



International Organization for Migration (IOM)
The UN Migration Agency

RE- ISSUING SPECIAL VACANCY NOTICE IOM/JUBA/SVN2018/31

Open to Internal and External Candidates

Position Title : **Database Assistant (1)**
Duty Station : **Juba, South Sudan**
Classification : **General Service Staff , Grade G5**
Type of Appointment : **Special Short Term, 6months with a possibility of an extension**
Estimated Start Date : **As soon as possible**
Closing Date : **November, 09 2018**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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.

Scope and Context;

Under the overall supervision of the Information Management Unit coordinator and the direct supervision of the ICT Developer, in close collaboration with ICT Unit, the incumbent will provide support in the administration; maintenance and development of all IOM South Sudan in-house developed Application Systems.

1. Support the ICT Developer t in the development of application systems to meet needs and requirements as identified for IOM South Sudan Mission as well as support in the maintenance and enhancement of already existing application systems.
2. Participate in system requirement gathering, analysis, design, coding, testing, and rollout.

3. Support in the development of new application systems, sub-systems and modules in accordance with the needs and requirements of Mission's programmes and projects.
4. Design and produce the required input/output forms,
5. Provide support in the preparation of user manuals and technical documents of application systems.
6. Prepare training materials and conduct training to end-users and technical staff.
7. Troubleshoot application systems and assist the developer in providing fixes
8. Support in the administration application system by carrying out user management, configurations management, installation and configuration, performance tuning, data integrity, security, recovery etc.
9. Assist in database development activities such as database design, development of complex queries, and custom reports to meets users reporting requirements.
10. In close coordination with the ICT unit, advise on the proper functioning of IOM IT Equipment for Data Entry, to secure the smooth operation of IOM Data Processing Centers.
11. Perform daily backups for the databases/files updated every working day and liaise with ICT to ensure network data backup plans (on the IMU NAS) are carried out – for all identified applications – as agreed with IMU depending on the criticality of the application to reduce system downtime and ensure roll-back possibilities in the event of system malfunction.
12. Perform such other duties as may be required, including deployment to Field Sub-Offices to provide application support with similar duties.

Desired qualifications:

(Education and experience)

- Completed university degree from an accredited academic institution preferably in Computer Science or a combination of relevant education and professional experience

Experience;

- Minimum 5 year of experience in the use of computer programs and databases (e.g. Microsoft Excel, Microsoft Word, Microsoft Access, SQL Server, MySQL, web-based application development tools (C#, ASP.NET MVC, etc.) and other enterprise database system).
- Previous experiences with IOM and with UN specialized agencies is an advantage
- Demonstrated ability to maintain accuracy and confidentiality in the performance of assigned duties

Required Competencies;

Behavioral;

- Accountability; Accepts and gives constructive criticism, Follows all relevant procedures, processes, and policies, Meets deadline, cost, and quality requirements for outputs, Monitors own work to correct errors, Takes responsibility for meeting commitments and for any shortcomings.

- Client Orientation; Identifies the immediate and peripheral clients of own work, Establishes and maintains effective working relationships with clients, Keeps clients informed of developments and setbacks.
- Continuous Learning; Contributes to colleagues' learning, Demonstrates interest in improving relevant skills, Demonstrates interest in acquiring skills relevant to other functional areas, Keeps abreast of developments in own professional area
- Communication; Actively shares relevant information, Clearly communicates, and listens to feedback on, changing priorities and procedures, Writes clearly and effectively, adapting wording and style to the intended audience, Listens effectively and communicates clearly, adapting delivery to the audience
- Creativity and Initiative, Actively seeks new ways of improving programmes or services, Expands responsibilities while maintaining existing ones, Persuades others to consider new ideas, Proactively develops new ways to resolve problems.
- Leadership and Negotiation, Convinces others to share resources, actively identifies opportunities for and promotes organizational change, Presents goals as shared interests, Articulates vision to motivate colleagues and follows through with commitments
- Performance Management Provides constructive feedback to colleagues, Identifies ways for their staff to develop their abilities and careers, Provides fair, accurate, timely, and constructive staff evaluations, uses staff evaluations appropriately in recruitment and other relevant HR procedures.
- Planning and Organizing; Sets clear and achievable goals consistent with agreed priorities for self and others, Identifies priority activities and assignments for self and others, Organizes and documents work to allow for planned and unplanned handovers, Identifies risks and makes contingency plans, Adjusts priorities and plans to achieve goals, Allocates appropriate times and resources for own work and that of team members.
- Professionalism, Masters subject matter related to responsibilities, Identifies issues, opportunities, and risks central to responsibilities, Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation, Persistent, calm, and polite in the face of challenges and stress, Treats all colleagues with respect and dignity, Works effectively with people from different cultures by adapting to relevant cultural contexts
- Displays availability outside of regular hours to respond to challenges, Knowledgeable about and promotes IOM core mandate and migration solutions, Personal commitment, efficiency, flexibility and drive for results
- Teamwork; Actively contributes to an effective, collegial, and agreeable team environment, Contributes to, and follows team objectives, Gives credit where credit is due, Seeks input and feedback from others, Delegates tasks and responsibilities as

appropriate, Actively supports and implements final group decisions, Takes joint responsibility for team's work.

- Technological Awareness; Learns about developments in available technology, proactively identifies and advocates for cost-efficient technology solutions, Understands applicability and limitation of technology and seeks to apply it to appropriate work.
- Resource Management, Establishes realistic resource requirements to meet IOM need.

Technical

- delivers on set objectives in hardship situations and stressful conditions;
- effectively coordinates actions with other implementing partners;
- Works effectively with local authorities, stakeholders, beneficiaries and the broader community to advance country office or regional objectives.
- ability to supervise, direct, coach and mentor staff
- drive for results and effective resource management skills

Languages:

Thorough knowledge of English, Arabic, and working knowledge of local languages essential.

Method of application:

Interested candidates are required to complete the information in this link <https://ee.humanitarianresponse.info/x/#Yi5g> and submit a letter of motivation and curriculum vitae marked “**Database Assistant**” to IOM Office in Juba or e-mail: vss@iom.int. Applications sent through email need to reflect the position title and vacancy number on the subject line.

Posting period: 26 October 2018 to 09 November 2018