



International Organization for Migration (IOM)
The UN Migration Agency

RE-ISSUING SPECIAL VACANCY NOTICE IOM/JUBA/SVN2018/32

Open to Internal and External Candidates

Position Title	:	Information Management 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	:	December, 07 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 Head of Operations and direct supervision of the Information Management Unit Coordinator, and in close coordination with all client departments the successful candidate will take on a double-hatting role as an assistant IM focal point for MHPSS Technical Working Group (TWG) responsible for assisting the Information Management Unit Coordinator in the coordination, and implementation of information management systems for MHPSS TWG as well as providing information management support to IOM Programme and Operation Units in relation to IOM's humanitarian response to Displacement and to other humanitarian assistance operation in South Sudan.

Key Duties and Responsibilities

1. General, The Information Management Assistant – a key member of the MHPSS TWG coordination team – will play a vital role in assisting Information Management Unit

Coordinator in facilitating and guiding the TWG towards a reliable and predictable response through the provision of operational information.

2. Assist in reporting – Assist the MPHSS TWG coordinator in the process of integrating MHPSS TWG coordination activities in the Protection, Education, Health, Child protection and GBV Cluster and Sub-cluster's 4W/5W reporting templates. After reporting extracts relevant data from the named Cluster templates as input in the production of MHPSS TWG derivative products that meet the needs of the TWG.
3. Assist in data collection and collation by gathering information from related Clusters/IOM Programme Units that may be of use in informing the TWG or IOM Programme Unit decisions. Support data gathering and information management across all activities, so that accurate and reliable data is collected, stored for consumption by the TWG and IMU.
4. Assist in development of assessment tools by support and strengthen field assessment mechanisms through the development of standardized data collection forms and tools using Kobo. Organize and participate in the data collection, input, cleaning and initial analysis of data for IOM programme units and the TWG.
5. Assist in GIS mapping by produce maps for IOM Programme Units on demand and the TWG from 5W data collected from partners and IOM Programme Units, mapping out programme Units interventions to highlight coverage, gaps, and needs by overlaying vulnerability information.
6. Assist in visualization and presentation by preparing and generating information products, pictorial/graphical analysis – graphs, charts, tables and graphics/infographics – to incorporate into snapshots, dashboards and analytical reports on IOM Program / TWG achievements.
7. Assist in training partners on reporting mechanisms as required for the implementation of the information management mechanism including data collection, analysis and dissemination for the MHPSS TWG.
8. Perform such other duties as may be assigned.

Desired qualifications:

(Education and experience)

- University degree in Information Management, Computer Science, Graphics design, or Social Sciences or a related field from an accredited academic institution with three years of relevant professional experience.

Experience;

- At least 3 years' experience in information management and emergency humanitarian operations;
- Experience in the management and coordination of information flows and data management including collecting, storing, processing, and analysing data to generate information products;
- In-depth knowledge of the latest technological developments in information technology and information systems;
- Demonstrated ability for leadership in the context of partnership building and consensual decision making;
- Proven skills to analyse statistical information;
- Ability to formulate IM-related technical requirements and operating procedures;

- Ability to translate planning and specifications into technical briefs for data capture and analyse, and vice versa;
- Ability to compile and holistically analyse 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.

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 “**Information Management 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.

Note: Incomplete applications will not be considered valid.

Posting period: 16 November 2018 to 07 December 2018