



Call for Applications

Position Title	: DTM (Displacement Tracking Matrix) Assistant (GiS)
Duty Station	: Harare, Zimbabwe
Classification	: General Service Staff, UG
Type of Appointment	: Special Short Term Ungraded, 3 months with possibility of extension
Estimated Start Date	: As soon as possible
Reference Number	: CFA2022/13
Closing Date	: 9 November 2022

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

Context:

Under the overall supervision of the Chief of Mission (CoM), direct supervision of the Head of Programmes and in close collaboration with other relevant units, the successful candidate will be responsible for supporting Displacement Tracking Matrix (DTM) analysis and any other data-related activities in Zimbabwe, as well as implementation and monitoring of CO's programming related to information management/Displacement Tracking Matrix (DTM).

The wide range of DTM projects ongoing in Zimbabwe reflects significant data needs in the country related to internal displacements, migration, and human mobility patterns. This position is meant to support the CO on all data aspects of the work related to DTM, which may include data systems set-up, collection of coordinates and mapping development (GiS) mobile and physical data collection, data check during projects and extensive analysis and reporting.

Core Functions / Responsibilities:

1. Assist in coordinating maintenance of computer hardware and software related to Geographic Information Systems (GIS); perform data input, data analysis, map production within GIS.
2. Collect geo coordinates and prepare maps to accurately present migration flows and develop written reports.
3. Contribute to implementation of the integrated mechanism for data gathering and information management across all activities to support collection, storage, and submission of accurate and reliable data in a timely manner to be further processed.
4. Provide support to data collection operations in the context of different DTM exercises (e.g., flow monitoring, baseline assessments, multi-sectoral assessments) conducted in

- different provinces of the country.
5. Support the training and task coordination of enumerators and key informants, and regularly monitor quality of collected data.
 6. Facilitate the effective use of the designated information system, including DTM portal and application tools, and other databases to manage the implementation of information management mechanism.
 7. Support the development and facilitate DTM training modules for different stakeholders as required for the implementation of information management mechanism to ensure smooth roll out.
 8. Support coordination between all relevant Units within IOM (Procurement and Logistics, Finance, Human Resources, PRU, etc.) with a special emphasis on building synergies and cooperation as well as backstop ongoing activities.
 9. Perform any other relevant duties as may be assigned

Qualifications and Experience:

- Bachelor's Degree in Economics, Statistics, Information Management, GIS, or a related field from an accredited academic institution with three to two years of relevant professional experience

Experience

- Excellent report writing skills.
- Good use of Excel (analysis, cleaning, compilation maintenance, etc.)
- Experience in data visualization (Excel, Power-BI, PowerPoint, Publisher, Adobe.).
- Experience in GIS (Efficiently managing geospatial database and developing effective maps)
- Good understanding of basic statistics and data analysis.
- Experience leading training on data collection, methodology, etc.
- Experience in programme development, management, capacity building methodologies, and operational strategies.

Languages

Proficiency in written and spoken English.

Required Competencies

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioral indicators

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share

- knowledge, and innovate.
- Accountability: takes ownership of achieving the Organization's priorities and assumes responsibility for own action and delegated work.
 - Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.

Other

- Appointment will be subject to certification that the candidate is medically fit for appointment.
- No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications to vacancieshre@iom.int by 9 November 2022 at the latest, referring to this advertisement.

Female candidates who are qualified and experienced are especially encouraged to apply.

Only shortlisted candidates will be contacted.

Posting period:

From 3 November 2022 to 9 November 2022

