

Open to Internal and External Candidates

Position Title	:	Displacement Tracking Matrix (DTM) Assistant
Duty Station	:	Harare, Zimbabwe
Classification	:	General Service Staff, Grade G4
Type of Appointment	:	Special Short Term, 3 months with possibility of extension Estimated
Start Date	:	As soon as possible
Reference	:	SVN2021/05
Closing Date	:	13 January 2022

PLEASE NOTE THAT THIS IS A VACANCY RE-ISSUE. PRIOR APPLICANTS NEED NOT REAPPLY.

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 work environment. Internal and external candidates are eligible to apply to this vacancy. For this vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the Chief of Mission and direct supervision of the Head of Programmes, the successful candidate will assist in the implementation of Displacement Tracking Matrix (DTM) project activities, under the Emergency, Preparedness and Response Unit.

Core Functions / Responsibilities:

1. Assist in the implementation of the integrated mechanism for data gathering and information management across all activities to ensure accurate and reliable data is collected, stored, and submitted in a timely manner for further processing.
2. Support the effective implementation of DTM projects and ensure regular monitoring as per agreed timelines.
3. Compile reports on all operational activities, including real time sharing of flash updates on mobility trends, migrant's vulnerabilities, and any other relevant pertinent issues.
4. Assist DTM unit in the production and quality control of documents.
5. Support in data collection processes and overall data management activities including encoding, storing, transferring, processing, and supporting analysis of collected data.

6. Identify gaps in data and information relevant to the programme implementation and contribute to address such needs.
7. Provide updates on human mobility trends, changes and any other significant observations surrounding human mobility in Zimbabwe as required.
8. Provide administrative and logistical support to the DTM team.
9. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Information Management, Computer Science, Operations Research and Statistics or any other Information Management related degree from an accredited academic institution with two years of relevant professional experience.

Experience

- Knowledge of Information Management, management and coordination of information flows, data management including collection, storing, processing, and analyzing data to generate information products.
- Knowledge of the latest technological developments in information technology and information systems.
- Ability to analyze statistical information.
- Ability to compile and holistically analyze diverse datasets is an asset.
- Demonstrated team building and information management skills.

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 – behavioural

- 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.

Managerial Competencies – behavioural indicators

- Leadership: provides a clear sense of direction, leads by example, and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

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 13 January 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 7 January 2022 to 13 January 2022

CANCELLED