



VACANCY NOTICE
IOM LIBYA MISSION IN TUNIS
(OPEN TO INTERNAL AND EXTERNAL CANDIDATES)

Position Title:	Senior Database and Information Management Assistant
Duty Station:	IOM Libya based in Tunis
Classification:	G6
Type of Appointment:	Special Short Term for 6 months with possibility of extension
Estimated Start Date:	As soon as possible
Closing Date:	20 June 2017
Reference Code:	LY20-2017-011

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.

Context:

Under the overall supervision of the Operations Coordinator and the direct supervision of the Reintegration and Outreach officer and in close coordination with the IT and Database officer the incumbent will be responsible for the data verification, management and analysis for all the Voluntary Humanitarian Return assistance (VHR).

Core Functions / Responsibilities:

In particular s/he will:

1. Participate in the development, testing and implementation of database systems and information management tools with the aim of supporting the day to day implementation and monitoring and evaluation of indicators of the VHR programme, and ensuring timely and proper registration of the beneficiaries;
2. Produce and generate statistical reports and ad-hoc reporting as required by the programme and conduct data validation and cross-checking to ensure proper and reliable data extraction from within existing and created database systems;
3. Assist in monitoring and evaluating of programs' aspects and provide inputs to program progress, and facilitate streamlined information exchange on all operational aspects of the programme between IOM, donors and other counterparts;
4. In close coordination with IOM Manila support birthing MiMOSA database with the existing databases and coordinate with CoO missions on the mutual use of the MiMOSA

5. Collect and analyse migration-related trends and present data to the management with the aim of producing evidence-based and high quality information to different stakeholders including IOM donors, media and communications;
6. Support the development of ODK and other relational database that could contribute to the efficiency of the VHR programme
7. Support the production of VHR weekly, quarterly, annual and situational reports, press releases and fact sheets with the aim of disseminating program achievements;
8. Prepare technical documentation for database systems as well as training materials and conduct technical trainings as necessary;
9. Maintain an updated record of cases and database files and ensuring the confidentiality of this data.
10. Perform such other duties as may be assigned.

Required Competencies:

The incumbent is expected to demonstrate the following competencies:

Required Qualifications:

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
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- 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
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

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
- Knowledgeable about and promotes IOM core mandate and migration solutions

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

Education & Experience:

- University degree in Information management, database, computer programming or related field from an accredited academic institution with four years of relevant professional experience.
- Experience preferably with a Government agency, international organization or NGO involved in migration management and/or working in the field of human rights;
- Experience with raising awareness;
- Experience in producing documents for publication, and in writing and producing print ready documentation in different styles and formats to a high standard;
- Familiarity with Project Cycle Management including the monitoring and evaluation of results / outcomes / evidence of impact;

- Excellent IT skills and advanced knowledge of Microsoft Office, with proven experience in Microsoft Access, Excel, Word processing and Power point.

Languages:

Fluent written and spoken English and Arabic

How to apply:

Interested candidates are invited to submit their updated CV with a cover letter to hrdlibya@iom.int, by **20 June 2017** at the latest, mentioning the reference code and the job title in the subject line. Emails without such indication will not be considered.

Only shortlisted candidates will be contacted.

Posting period:

From **06.06.2017** to **20.06.2017**