Open to Internal and External Candidates

- **Position Title**: Information Management Assistant
- **Duty Station**: IOM Libya in Tunis, Tunisia
- **Classification**: General Service Staff, Grade G5
- **Type of Appointment**: OYFT
- **Estimated Start Date**: As soon as possible
- **Closing Date**: August 27th, 2020

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 the purpose of the vacancy, internal candidates are considered as first-tier candidates.

**Context:**
Under the overall supervision of the Chief of Mission and the direct supervision of the Project Officer (NFI/Shelter/Cash), the Information Management Assistant in coordination with the IM/PDSU Unit will be responsible for the following activities related to Direct Assistance/MRRM and other projects as required, according to the procedures and training provided by IOM:

**Core Functions / Responsibilities:**

1. Support the overall implementation of the integrated mechanism for data gathering and information management across all activities of Direct Assistance to verify accurate and reliable data is collected, stored, and submitted in a timely manner to be used for further processing including regular reporting;
2. Prepare monthly and adhoc sector reports including S/NFI, Food Security, WASH sectors in collaboration with other Units including Protection, and MRRM;
3. Regularly collect, consolidate, validate, and prepare weekly, monthly, quarterly, semi-annual, and annual internal reporting tools clearly demonstrating project achievements, challenges and plans;

4. Ensure the Direct Assistance Unit’s Dashboard is regularly updated and provides accurate and timely results on IOM Libya Power BI Report Server;

5. Support the effective implementation of various IM tools; undertake regular monitoring as per agreed timelines; draft project status and progress reports;

6. Manage, update and regularly improve an effective information management system and other databases and lead the implementation of information management mechanism for Direct Assistance Unit;

7. Contribute to the design and implementation of Mission’s Information Management Systems and reporting tools;

8. Support in monitoring of the data collection processes and the overall data management activities including encoding, storing, and transferring data from database as well as processing, and support to the analysis of the collected data and information locally;

9. Support and promote the use of Geographic Information Systems (GIS) mapping by verifying data collection has relevance to GIS coding;

10. Prepare and generate local level information products such as dashboards, fact sheets, info sheets, weekly updates and support on information sharing and dissemination to all relevant channels;

11. Participate in the development of training modules for the stakeholders as required for the implementation of information management mechanism to facilitate smooth roll out;

12. Train and provide technical guidance to staff under the framework of the programme who are involved in field data collection, entry and data processing;

13. Communicate with stakeholders (Implementing Partners) and provide technical guidance on the proper usage of IM and data collection tools.

14. Assist with informal translations if and when required;

15. Support IT unit when required to assist staff with hardware and software issues;

16. Respect and promote IOM’s Data Protection Principles;

17. Perform such other duties as may be assigned.

**Required Qualifications and Experience**

**Education**
• Bachelor’s Degree in Information Management, Computer Science, Media or Social Sciences or a related field from an accredited academic institution with at least three years of relevant professional experience; or,

• Completed High School degree from an accredited academic institution, with five years of relevant professional experience;

Experience

• Experience in working with migration related issues;
• Work experience from an international organization is an advantage.
• Previous experience in an international, humanitarian/development organization and/or in capacity building initiatives is an advantage;
• Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds and respect for diversity and gender equality;
• Experience preferably in an international organization. Experience with IOM or another international organization a plus; or master’s degree in the above field is an advantage;
• Ability to pay close attention to details and work with minimal supervision
• Ability to work under pressure and meet deadlines
• Ability to work effectively and harmoniously with a team of colleagues
• Strong knowledge of MS Office applications especially Excel, and good knowledge of Adobe software (Photoshop, Illustrator, Indesign). Preferred knowledge of GIS software.

Languages

Fluency in English and Arabic is required.

Required Competencies

Values: all IOM staff members must abide by and demonstrate these three values:

• Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible, consistent
• Integrity and transparency: maintain 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 indicators level 1

• 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 for 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**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

**How to apply:**

Interested candidates are invited to submit their updated CV with a cover letter to hrdlibya@iom.int, by **27 August 2020** at the latest, mentioning the job title in the subject line along with this vacancy notice code SVN.LY20.2020.011.

Emails without such indication will not be considered.

Only shortlisted candidates will be contacted.

**Posting period:**
From 13.08.2020 To 27.08.2020