



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **DTM Reporting and Data Analysis Assistant**
Duty Station : **Tunis, Tunisia**
Classification : **General Service, Grade G5**
Type of Appointment : **Special Short Term for 6 months with the possibility of extension.**
Estimated Start Date : **As soon as possible**
Closing Date : **October 29th, 2019**

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 Deputy Chief of Mission and the direct supervision of the Programme Coordinator of Displacement Tracking Matrix (DTM), the Reporting and Data Analysis Assistant will be responsible for the following functions:

Core Functions / Responsibilities:

1. In coordination with DTM's Reporting Officer contribute to the DTM reporting outputs, by conducting informal translations of all required DTM products from English to Arabic and French and vice-versa as required;
2. In coordination with DTM's Reporting Officer, draft internal and external DTM reports when required;
3. Review the quality and accuracy of language and wording in all translated reports, forms, and information products;
4. Support third party translators and double-check all translated products carried out by them

5. Support DTM's Reporting Officer in working closely with IOM's Public Information Unit to ensure DTM has a strong presence in Arabic in the social media and is well integrated into IOM Libya's broader Arabic visibility and outreach outputs;
6. Draft training notes, notes for files (NFF), and meetings' minutes;
7. Participate in data entry of the forms/questionnaires and process them into IOM's database system;
8. Collect, record and organize all forms/questionnaires and other relevant information handed over by the surveyors;
9. Verify the accuracy of the information and data in the physical forms/questionnaire and carry out data cleaning before processing it into IOM's database system;
10. Facilitate the revision of data collection tools and training materials used for the trainings of the surveyors, when needed;
11. Ensure proper archiving/saving of the data and translated documents and of the maintenance of the equipment used in the field as per established procedures;
12. Facilitate mission's broader translation needs by translating a wide range of materials such as press releases and/or media features, social media messages, reports and researches, and any other content necessary from English to Arabic and French and vice-versa as required;
13. Translate maps used for DTM reports
14. Ensure design and layout of translated documents correspond to the design and layout of the original English documents and language is in line with IOM's used terminology;
15. Deliver finished products that are ready for immediate publishing, with a high level of attention to detail and consistency;
16. Translate training presentations for different units and both internal and external trainers;
17. Any other duties that might be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Communications, languages/translation, International Relations, Social Sciences, Development Studies, Business Administration or a related field from an accredited academic institution with three years of relevant professional experience or
- High School degree with five years of relevant professional experience;

Experience

- Effective organizational skills and ability to establish priorities and plans, ability to work under pressure and cope with deadlines;
- Demonstrated problem solving attitude and skills;
- Good written and spoken communications skills, good interpersonal skills, ability to work in a multi-cultural environment;
- Excellent English drafting skills, experience in writing reports, briefings, and articles compulsory;

- Experience of preparation of budgets, financial reports and project reports for donors;
- Expertise in collaboration with international organizations, authorities and NGOs;
- Good level of computer literacy, and significant reporting and database experience required, preferably with Microsoft Access Office, with proven experience in Microsoft Access, Excel, Word processing and Power point;
- Professional experience in the field of migration and assistance to vulnerable populations with a Government or UN agency, or a regional or international organization desirable

Languages

Fluency in **English** and **Arabic** is required.
Working knowledge of **French** is advantage

Required Competencies

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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 29 October 2019 at the latest, mentioning the job title in the subject line. Emails without such indication will not be considered.

Only shortlisted candidates will be contacted.

Posting period:

From 16.10.2019 To 29.10.2019