

VACANCY NOTICE



International Organization for Migration (IOM)
The UN Migration Agency

The International Organization for Migration is seeking qualified Turkish Nationals and for the following position based in Gaziantep, Türkiye.

Vacancy Notice Number:	SVN#TR/2023/27
Position Title:	National Officer (Data Management)
Duty Station:	Gaziantep – Türkiye
Classification:	6 months Special Short Term Graded Contract (NOA) – with possible extension
Deadline of Applications:	16 March 2023
Number of People to be hired	1
Eligibility:	Internal & External Candidates

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.

IOM is committed to a diverse and inclusive 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.

General Functions:

The International Organization for Migration (IOM) is the only international inter-governmental agency with a specific mandate for migration and is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing technical expertise to governments, migrants and host communities through a wide range of solutions contributing to support populations affected by forced migration, including Internally Displaced Persons (IDPs) and host communities, and improve their living conditions.

The conflict and violence in Syria continue to cause large-scale displacement of populations. Around 6.8 million people remain displaced inside Syria. With the support of our donors, IOM provides relief and recovery assistance and protection to vulnerable IDPs living with host families and in increasingly crowded camps and settlements. The combination of an extremely large displaced population and the accelerating rate of new arrivals is posing a growing challenge to reception communities' capacity and host government's response mechanisms.

The United Nations (UN) Security Council – through Resolution 2672– allows the UN and its partners to provide cross-border assistance from Türkiye to Northern Syria. IOM Türkiye's cross-border humanitarian and recovery assistance in Syria is managed from Gaziantep.

Under the overall supervision of the Senior Programme Coordinator (Cross Border) in Gaziantep and the direct supervision of the Programme Officer (Transition and Recovery), the incumbent will support the overall beneficiary data management tracking and GIS for transition and recovery activities under the cross-border program.

Major Duties and Responsibilities:

1. Support the Transition and Recovery Unit (TRU) on data management including consolidation of planning and reporting information, beneficiary data verification, collection of distribution list and counterchecking with the commodity tracking system (CTS), data cleaning and submission to

information management unit (IMU) for the overall IOM Türkiye data base and Whole of Syria Information Gateway (WinG)

2. Coordinate the operational, administrative and financial aspects of data collection and data and information management projects of the Transition and Recovery Unit (TRU), including oversight responsibility of daily implementation and monitoring of the project activities.
3. Implement assigned projects in alignment with their intended scope, timeframe, quality and budget, IOM's policies and procedures, global standards and best practices as well as donor requirements.
4. Identify needs and gaps for GIS/Remote Sensing within the cross-border program and support the IM focal points of the Cross-border programme.
5. Develop GIS Products/Tools such as dashboards, interactive maps, web mapping applications etc. for the cross-border program, based on identified needs.
6. Provide guidance and capacity building for the implementing partners under his / her area in the development and improvement of data management systems and methodologies (data collection surveys, mapping, information sheets, and other data analyses and visualization).
7. Coordinate with other IOM cross border programme IM focal points on data sharing, GIS and remote sensing support by using unit's data baseline.
8. Develop data collection tools in line with IOM's Data Protection Principles and ensure data protection provisions are included in all implementing partners agreements.
9. Support in the implementation of data protection policy by the TRU team as well as the implementing partners during the data collection, consolidation and submission procedures and support the popularization among the IPs data management team
10. Act as TRU focal person in coordinating with information management units, monitoring and evaluation and the implementing partners (if required) on the overall beneficiary data management for consolidation and submission for the different IOM documentations
11. Conduct regular reporting activities such as monthly beneficiary updates, quarterly progress reports, COVID-19 updates and provide additional information as and when requested.
12. Ensure confidentiality of data correspondence and operations and abide with UNDSS rules and procedures
13. Comply with the IOM Standards of Conduct and the IOM Confidentiality Agreement and maintain a professional appearance and migrant-friendly demeanour at all times.
14. Perform such other duties as may be assigned.

Required Qualifications:

Education:

- Bachelor's degree in Development Studies, Sociology, Political Science, Public Administration, Management, Business Management, Information Management or related field with two years of relevant professional experience; or,
- Master's degree in above or related field.

Experience:

- Experience working with humanitarian response with particularly background in data collection, analysis, presentation that support the project implementation
- Proven experience in managing data, providing analysis and drafting and preparing clear and concise correspondences;
- Familiarity with the Syrian context.
- Experience with coordination and liaison (partners, clusters, UN agencies), including communication skills and report writing in English.

- Experience working with international humanitarian organizations, non-governmental or governmental institutions/organizations in a multi-cultural setting.
- Experience leading or supporting capacity building of team staff, sub implementing partners, etc.
- Proficient level of computer literacy, particularly in Microsoft programs such as Excel, Word, data collection and analysis program, and other software such as KoBo toolbox, etc.
- Ability to draft clearly and concisely; and
- Experience working in international organization/s is an advantage.

Languages:

- Fluency in **English and Arabic** is required.
- Working knowledge of **Turkish** is advantageous.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values

- **Inclusion and respect for diversity:**
Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
 - Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
 - Promotes the benefits of diversity; values diverse points of view and demonstrate this in daily work and decision making.
 - Challenges prejudice, biases and intolerance in the workplace.
- **Integrity and transparency:**
Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
 - Delivers on commitments; manages the organization's resources reliably and sustainably.
 - Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
 - Maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour.
 - Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.
- **Professionalism:**
Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
 - Seeks to raise professional standards in self and others through daily work and activities.
 - Adapts quickly to change and is decisive and versatile in face of uncertainty.
 - Shows self-control and persistence when faced with difficult problems and remains calm in stressful situations.
 - Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Core Competencies – behavioural indicators *level 2*

- **Teamwork:**
 - Fosters a sense of team spirit by developing a shared understanding, accountability, and enthusiasm for the team's work.
 - Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.

- Shares credit for team accomplishments and ensures that the contribution of others is recognized.
 - Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.
- Delivering results:
 - Produces high-quality results and workable solutions that meet clients' needs.
 - Anticipates constraints, identifies solutions, and takes responsibility for addressing critical situations.
 - Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
 - Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.
- Managing and sharing knowledge:
 - Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
 - Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
 - Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
 - Contributes to an environment that is conducive to innovation and learning.
- Accountability:
 - Proactively seeks responsibility in delivering towards the goals of the Organization.
 - Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
 - Stands by the actions of team or department, publicly accepting ownership.
 - Takes responsibility of own shortcomings and those of the work unit, where applicable
- Communication:
 - Speaks and writes clearly and effectively.
 - Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.
 - Listens and seeks to understand without bias and responds appropriately.
 - Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.

Managerial Competencies¹ – behavioural indicators *level 2*

- Leadership:
 - Assigns responsibilities fairly and manages performance, taking account of individual strengths, workloads and interests.
 - Is inclusive in decision-making and actively seeks feedback from team members and colleagues in order to identify opportunities for improvement.
 - Takes sound and timely managerial decisions that are consistent with the Organization's vision and purpose.
 - Establishes and maintains relationships with a broad range of stakeholders to understand needs and gain support.

¹ As applicable.

- Empowering others and building trust:
 - Delegates appropriately to make the most of others' talents, clarifying expectations and allowing autonomy in important areas while providing necessary support.
 - Encourages others to take responsibility for their performance; promotes ownership, responsibility and accountability for desired results at all levels.
 - Creates an atmosphere of trust and confidence in which others can talk and act without fear of repercussion.
 - Gives proper credit to others, shows appreciation and rewards achievement and effort.
- Strategic thinking and vision:
 - Aligns own actions to the Organization's vision, values and mandate.
 - Translates strategic direction into short and medium-term plans and objectives for own team; revises objectives to reflect changes in organizational goals.
 - Identifies key issues/priorities in complex situations and how they may be related to one another.
 - Clearly communicates links between the Organization's strategy and the work unit's goals.

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, accreditation, any residency or visa requirements, and security clearances.

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.

Please be advised that this is a local position and as such only applications from candidates with a valid residence / working permit residing in Türkiye will be considered.

How to Apply:

Interested candidates are requested to submit their application including the most recent CV with a cover letter in English with contact details (name, position, phone and e-mail details) of three references by indicating name of the position applied with its VN number in the subject line of the e-mail to iomtrjobs@iom.int or to IOM Birlik Mahallesi Sehit Kurbanı Akboga Sok. No:24 06610, Çankaya, Ankara Türkiye by the end of **16 March 2023**.

Please note that only shortlisted candidates will be contacted.