

## VACANCY NOTICE



International Organization for Migration (IOM)  
The UN Migration Agency

The International Organization for Migration is seeking qualified candidates holding **Turkish citizenship** for the following position based in Ankara, Türkiye.

Vacancy Notice Number:	<b>CFA#TR/2024/179</b>
Position Title:	<b>Senior Reporting Associate (DTM)</b>
Duty Station:	Ankara – Türkiye
Classification:	6 months Special Short Term Ungraded Contract - with possible extension
Eligibility:	Turkish Nationals
Deadline of Applications:	<b>5 November 2024</b>
Number of People to be hired	1
Category:	Internal & External

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.

At IOM, we welcome applications from qualified professionals, irrespective of their race, religion, skin color, nationality, age, disability status, ancestry, sex, sexual orientation, gender identity or expression, marital status, family structure, mental health status, or any other characteristic.

Our policies encourage a workplace free from discrimination and any form of harassment. Qualified women are particularly encouraged to apply for this position. Read more about diversity and inclusion at IOM at [www.iom.int/diversity](http://www.iom.int/diversity)

### **General Functions:**

*Under the overall supervision of the Senior Migration Data Programme Coordinator and direct supervision of the Senior Project Associate; the successful candidate will be responsible for the following activities in accordance with IOM procedures and guidelines.*

### **Major Duties and Responsibilities:**

1. Assist in the planning, coordination, implementation and monitoring of project activities.
2. Support the monitoring of project progress, identifying potential risks, delays, or challenges, and proactively propose solutions.
3. Compile, analyse, synthesize information and data on project-related topics
4. Assist in designing and implementing tools for collecting primary data, ensuring relevance to project objectives.
5. Collect and review secondary data from credible sources, such as government reports, research studies.
6. Analyse primary and secondary data using statistical methods to identify key trends and insights.
7. Produce actionable insights and recommendations based on the primary and secondary data analysis for internal and external stakeholders.
8. Prepare and present comprehensive reports, highlighting key findings, trends, and issues requiring attention from stakeholders.
9. Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, and other forms of documentation.
10. Draft status reports; identify shortfalls in delivery, bring them to the attention of the supervisor and suggest corrective measures.

11. Assist in organizing meetings, workshops and training sessions; preparing training materials and participate in the delivering of capacity building workshops.
12. Respond to complex information requests and inquiries; set up and maintain files/records.
13. Monitor work of implementing partners and report any non-compliance to the supervisor.
14. Provide inputs for the development of Standard Operations Procedures (SOP) and concept papers and provide general support for the development of new projects.
15. Provide guidance/training and assist in coordinating and monitoring work of other staff in the unit; may supervise other staff as assigned.
16. Perform other related duties as assigned.

### **Required Qualifications:**

#### **Education:**

- School diploma with six years of relevant experience; or,
- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with four years of relevant professional experience.

#### **Experience:**

- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Background in data collection, analysis, and reporting.
- Experience in drafting technical documents, reports, and correspondence in a professional setting.
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Ability to analyze complex data sets, identify trends, and present findings clearly through reports, briefing notes, and presentations,
- Strong writing skills, with attention to detail and the ability to produce clear and concise documentation.

#### **Languages:**

- Fluency in **Turkish and English** is required.

### **Required Competencies**

The incumbent is expected to demonstrate the following values and 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 – behavioral 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, 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.

**This is a local position and applications from candidates for non-Turkish citizens holding a valid residence permit residing in Türkiye might 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](mailto:iomtrjobs@iom.int) or to IOM İlkbahar Mahallesi Konrad Adenauer Caddesi No: 63 Çankaya, Ankara Türkiye by the end of **5 November 2024**.

Please note that only shortlisted candidates will be contacted.