

VACANCY NOTICE



International Organization for Migration (IOM)
The UN Migration Agency

The International Organization for Migration is seeking qualified Turkish Nationals and non-Turkish nationals holding a valid residence permit for the following position based in Gaziantep, Turkey.

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| Vacancy Notice Number: | SVN#TR/2021/302 |
| Position Title: | Project Data Assistant (Recovery and Stabilization)- re-advertised |
| Duty Station: | Gaziantep-Turkey |
| Classification: | 6 months Special Short Term Graded Contract (G5)– with possible extension |
| Deadline of Applications: | 07 June 2022 |
| 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 Syria crisis is entering its fifth year and millions of Syrians continue to seek refuge in neighboring countries including Turkey. It is estimated that over 12.2 million individuals inside Syria now require humanitarian assistance and 7.6 million are internally displaced (SRP 2015-2016). Over 4 million Syrians have fled as refugees (UNHCR).

As of 01 May 2016, Turkey is hosting over 2,7 million Syrian refugees. Over 260,000 reside in 25 camps (over 9% of the total Syrian refugees) across South East Turkey and the remaining live outside of camps (around 91%). Of the 2.5 million living outside of camps, the majority are spread across Turkey, with the majority residing in the border provinces, Sanliurfa, Hatay as well as Istanbul, Mersin, and Adana.

In October 2014, the Government of Turkey adapted the Temporary Protection (TP) Regulation that extends protection and assistance to all Syrians in Turkey and provides refugees with rights and duties and the framework to access health care, education, and social assistance.

IOM's strategy for Turkey as indicated in the 3RP (Regional Refugee and Resilience Plan) is three-pronged; firstly, i) provision of humanitarian assistance focusing on the distribution of food, non-food items, cash vouchers, winterization and provision of transportation, ii) to ease the burden on national and local structures through the establishment of multi-service community centers offering protection and social stabilization for the refugees as well as increase access to education and iii) supporting the resilience of refugees and host communities through livelihoods, community stabilization, shelter and income generating activities.

Under the overall supervision of Recovery and Stabilization officer and direct supervision of the Reporting Support Officer (RSU), the incumbent will be responsible in providing assistance in the implementation of the different projects under the unit in line with IOM policies, standards and commitments.

Major Duties and Responsibilities:

1. Collect, compile, analyze and provide necessary information and inputs to be used for the preparation of timely and accurate donor reports on ongoing and completed projects.

2. Support community stabilization, shelter, Cash based intervention and Livelihood field staffs during initial assessments.
3. Maintain update records on all relevant project information and results data such as project locations, beneficiary data (disaggregated by age and gender), project partners and other stakeholders.
4. Organize the data as directed for the specific database, save and scan documents as electronic files and keep the documents archived as needed.
5. Generation quantitative reports for internal and external use.
6. Test data collection tools and provide detailed feedback on ways to improve them.
7. Actively conduct data validation and cross-checking for data received from the field, follow up with teams to ensure complete and up to date information is uploaded and processed.
8. Assist field staff with preparation of travel documents.
9. Support in the training and day to day coaching of staff involved in data entry and data processing, while ensuring compliance to standards of quality and timely information sharing. Provide user support and the system training to the staff on KOBO or any other data collection.
10. Prepare reports using Power BI as needed.
11. Perform such other duties as may be assigned.

Required Qualifications:

Education:

- University degree in Social Science, Business Administration, or a related field from an accredited academic institution, with 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 data visualization and data analysis
- Experience in reporting
- Experience in humanitarian field or similar field;
- Experience with NGO and in development projects;
- Experience working with governance and municipalities
- Strong computer skills (e.g. MS Office incl. Word, Excel etc. MS Project);
- Knowledge in surveys, planning, BoQ and execution of building construction projects 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 1*

- **Teamwork:** Establishes strong relationships with colleagues and partners; relates well to people at all levels.
 - Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
 - Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
 - Coordinates own work with that of the team to meet agreed priorities and deadlines.
- **Delivering Results:**
 - Produces quality results and provides quality services to clients.
 - Meets goals and timelines for delivery of products or services.
 - Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
 - Shows understanding of own role and responsibilities in relation to expected results.
- **Managing and sharing knowledge:**
 - Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives.
 - Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
 - Puts new learning into practice and draws on diverse sources of ideas and inspiration.
 - Contributes to the identification of improvements to work processes and assists in implementing them.
- **Accountability:**
 - Accepts personal responsibility for quality and timeliness of work.

- Takes ownership of all responsibilities within own role and honors commitments to others and to the Organization.
- Operates in compliance with organizational regulations and rules.
- Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.
- Communication:
 - Presents information using language and sequence of ideas that is easy for recipients to understand.
 - Adapts communication to the recipient's needs, asks questions to clarify, and exhibits interest in having two-way communication.
 - Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.
 - Listens carefully and genuinely to the views and positions of others; acts on received information.

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 Turkey 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 Turkey by the end of **07 June 2022**.

Please note that only shortlisted candidates will be contacted.