International Organization for Migration (IOM)

The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	*Information Management Assistant*
Position grade	*UG*
Duty station	*Santiago*
Position number	
Job family	*Inter - Agency Platform*
Organizational unit	
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	*Country Office*
Position rated on	
Reports directly to	*Information Management Officer*
Number of Direct Reports	*1*

II. ORGANIZATIONAL CONTEXT AND SCOPE

With more than 5.0 million Venezuelans outside their country of origin, Latin America is experiencing the biggest exodus in its history. The outflow of people keeps increasing, while national capacities are already overstretched. In this context, several Governments have been seeking support from the international community while flagging the need for a regional approach.

In Chile, in December 2020, the Migration authority (Departamento de Migraciones y Extranjería) reported over 448k Venezuelans in Chile, which makes Chile the fourth largest destination country for Venezuelans in the region.

Refugees and migrants from Venezuela face various risks throughout their journey and arrive in direct need of assistance. The access to health and other social services, livelihoods, and the rise of xenophobia manifestations are among the main concerns for their socioeconomic integration. A regional response to the humanitarian, protection and integration needs of Venezuelan refugees and migrants has been set up under the co-leadership of IOM and United Nations High Commissioner for Refugees (UNHCR) and foreseeing joint projects and coordinated strategies.

On April 2018, the UN Secretary-General decided to task IOM and UNHCR to co-lead the coordination of the response regarding this regional situation. On May 2018, has been agreed the establishment by IOM and UNHCR of an inclusive, accountable and overarching Regional Inter-Agency Platform, to steer the operational response in support of Venezuelans who left and continue to leave their country, seeking protection and solutions including international refugee protection.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

1. Support the National Platform in cross-sector information management and analysis at the strategic level co-leading with UNHCR.
2. Ensure adequate monitoring mechanisms are in place to review impact of the National Platform and progress against the Refugees and Migrants Response Plan implementation.

3. Support the design, set up and roll out of DTM activities, by contributing to the development of methodological notes, DTM tools and forms, analysis and reporting plans, information products and dissemination.
4. Support the development and drafting of reports and other information products produced by DTM.
5. Support the IOM Chile in project monitoring process and collect beneficiary data.
6. Support the IOM teams in the regions to collect and analysis of information.
7. Promote the use of inter-operable data collection tools, database and technologies in IOM Chile and National Platform. As well as process, clean and analyze the data to create information products and report at regional level.
8. Support in developing data collection tools, databases and statistical reports and GIS products.
9. Support in developing situation reports, dashboards, infographics and other information products.
10. Data entry when necessary.
11. Assisting with workshops and trainings.
12. Support and enforce data confidentiality guidelines adopted by the IOM and Regional Platform to protect sensitive data.
13. Any other duties that might be assigned.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

- Degree in Social Science, Economics, Statistics, Computer Science or similar professions with proved experience in data analysis and quantitative methodologies.

EXPERIENCE

- Minimum 2 year of experience in Information Management; management and coordination of information flows, data management including collection, storing, processing, and analyzing data to generate information products.
- Demonstrated ability to communicate the required information through (but not limited to) dashboards, graphics, tables, as well as writing skills;
- Ability to compile and holistically analyze diverse datasets;
- Experience with handling confidential data;
- Demonstrated understanding of different data collection methodologies and statistical techniques;
- Experience in data visualization, maps generation and information design skills;
- Experience in web data scraping is an advantage.
- Experience in emergency humanitarian operations in an advantage.
- Experience with International Organizations, INGO is an advantage.

SKILLS

- Computer knowledge use including R Statistics, SQL Server, Microsoft Office, QGIS, Power Bi, Kobo collect and data analysis tool.
- Excellent communication, general administrative skills, and strong external public focus

V. LANGUAGES

Required (specify the required knowledge)	Desirable
Fluency in Spanish English intermediate (oral and written).	*N/A*

VI. COMPETENCIES[1]

The incumbent is expected to demonstrate the following values and 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.
- **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 – behavioural indicators

- **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.

Managerial Competencies – behavioural indicators

- **Leadership:** provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- **Empowering others & building trust:** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- **Strategic thinking and vision:** works strategically to realize the Organization's goals and communicates a clear strategic direction.

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[1] Competencies and respective levels should be drawn from the Competency Framework of the Organization.

SIGNATURES:	
1ST Julio Gutierrez	28-02-2022
2ND Giselle Brown	28-02-2022