



International Organization for Migration (IOM)
The UN Migration Agency

Special Vacancy Notice CL-31-2024

Open to Internal and External Candidates

Position Title : **Information Management Assistant**
Duty Station : **Santiago, Chile**
Classification : **General Service, Grade G-5**
Type of Appointment : **Special Short-Term, six months with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **February 22, 2024**

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 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 and administrative supervision of the Inter-Agency Platform Coordinator and direct technical supervision of the Information Management Officer, the Information Management Assistant will be responsible and accountable for proving technical support and assisting with data collection for the National Platform Response for Venezuelans (R4V) and the Country Office IOM Chile.

Core Functions / Responsibilities:

1. Support the National Platform in cross-sector information management and analysis co-leading with UNHCR and when needed, act as the focal point for country level for the Information Management Working Group meetings.
2. Use the adequate monitoring mechanisms in place to review impact of the National Platform and progress against the Refugees and Migrants Response Plan implementation.
3. Support the National Platform with regular monitoring as per agreed timelines; prepare activities status and progress reports from the National Platform Partners.

4. Assist National Platform partners to provide timely, consistent and compatible data and information on needs assessment and programme monitoring for operational analysis and decision-making.
5. Provide adequate reporting and effective information sharing amongst all partners and Sectors disaggregating data by age and gender.
6. Help promote the use of inter-operable data collection tools, databases and technologies among National Platform partners.
7. Support the implementation of analytical tools and reports for refugees and migrants flow trends, needs assessment and programme activities using the various program databases.
8. Assist in the Interagency coordination developing data collection tools, databases and statistical reports and GIS products.
9. Support the Interagency coordination in developing situation reports, dashboards, infographics and other information products.
10. Provide sector-specific maps and graphics on a regular basis that aid forward planning as well as impact analysis.
11. Provide effective use and update of the designated information at the Regional Platform portal (r4v.info) and monitoring application tools, and other databases to manage the implementation of information management mechanism.
12. Support the design, setup 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.
13. Support the development and drafting of reports and other information products produced by DTM.
14. Perform data entry when necessary.
15. Assist with workshops and training on technical matters.
16. Support the implementation of data confidentiality guidelines adopted by the IOM and Regional Platform to protect sensitive data.
17. Perform any other duties that may be assigned.

Required Qualifications and Experience

Education

- University degree in Engineering, Geography, IT, Computer Science, or social sciences with three years (3) of relevant professional experience.

Experience

- Experience working with information management, emergency humanitarian operations; management and coordination of information flows, data management including collection, storing, processing, and analyzing data to generate information products;
- Experience using advanced data visualization and information design skills;
- Experience with International Organizations, INGO is an advantage.

Skills

- Computer knowledge use including SQL database, Microsoft Office, ARC GIS, Power Bi and data analysis tool.
- Ability to communicate information through (but not limited to) dashboards, graphics, and tables.
- Excellent writing skills;
- In-depth knowledge of the latest technological developments in information technology and information system;
- Ability to manage different data collection methodologies; compile and holistically analyze diverse datasets;
- Ability to handle confidential data;

Languages

Required

For all applicants, fluency in Spanish and English is required (oral and written).

Desirable

Any other languages are desirable.

Required Competencies

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

VALUES - All IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

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 actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way

Other information:

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 the country 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.

Vacancy close at 23:59 local time Santiago, Chile on the respective closing date. No late applications will be accepted.

How to apply:

Interested Internal candidates (IOM staff) are invited to submit their applications to IOMSantiagoVacancies@iom.int by February 22, 2023, referring to this advertisement in the subject of the email, along with the [Internal Application Form](#) completed, and the updated CV in PDF. **It is mandatory for each applicant to have COVID-19 vaccines up to date.**

Interested External candidates are invited to submit their applications to IOMSantiagoVacancies@iom.int by February 22, 2023 referring to this advertisement in the subject of the email, along with the [Personal History Form](#) completed, the updated CV and the [Relatives Declaration Form](#) completed in PDF. **It is mandatory for each applicant to have COVID-19 vaccines up to date.**

Only shortlisted candidates will be contacted.

Posting period:

From 08.02.2024 to 22.02.2024