



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

Position Title : **Research, Data and Information Management Assistant**  
Duty Station : **RO Buenos Aires**  
Classification : **General Service Staff, Grade G5**  
Type of Appointment : **Special Short Term, six months with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **September 17, 2019**

*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:**

In light of current increasing needs for comprehensive and accurate information at regional/sub regional and national level as relate to large-scale migration in South America, IOM Regional Office in Buenos Aires is strengthening its capacities in data/information collection and analysis. The Migration Analysis Unit has been created for such purpose. The aim is to ensure that IOM and its partners including regional fora, policy makers in the region, UN partners, non-governmental organizations have access to timely and relevant information on large scale migration situation as well as response in the region.

Under the overall supervision of the Regional Director and the Regional Knowledge Management Officer of the Buenos Aires Regional Office, and direct supervision of the Researcher and Migration Analyst the Research, Data and Information Management Assistant will be responsible for:

### **Core Functions / Responsibilities:**

1. Support IOM's Migration Analysis Unit by producing timely reports through data and information analysis. The reports, including maps should be easy to follow and be produced by using latest data visualization and mapping technologies.

2. Support coordination of information production and exchange among IOM offices in the region to facilitate consistency and coherence including by supporting IOM staff in each office in identification of data gaps, collection and processing of information and dissemination to partners.
3. Contribute to identify and obtain the needed data and information elements required to produce standardized information products and implement respective data/information collection plans for baseline and context-specific data.
4. Maintain databases and other data instruments to support coherent data and information analysis on migration in the region
5. Provide Information Management services to support migration data management activities including estimation of migrant stock, information flows from established systems, movement tracking, standard setting/promotion and dissemination.
6. Assists in the development of qualitative and quantitative data collection tools. For instance, give support with DTM implementation and other IOM data collection instruments.
7. Assists in the organization of activities for capacity building related to information management, migration management and human rights.
8. Adhere to IOM data protection policy, data governance standard, data security standard, ITC standard, and take into account best practices and lessons learned on ethical data collection, data used and sharing and dissemination.
9. Perform such other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- A first-level university degree in Social Sciences (Sociology, Demography, Political Science, Geography, International Relations) or similar from a recognized academic institution with 3 years of relevant work experience or,
- High school degree with 5 years of relevant work experience.

### **Experience**

- Experience in activities related to migration, population and development and international cooperation.
- Experience in data collection and research.
- Experience in data visualization and information design skills.
- Experience in information management, information systems, data management, geographic information systems & mapping, and/or data visualization, is required.
- Knowledge of industry standard GIS and Graphics design software.
- A minimum of a year of experience working on humanitarian IM-related in South America, Central America or North America
- Relevant experience within the UN system or an international organization is desirable.
- Experience managing common operational datasets desirable.

## **Languages**

Fluency in **Spanish** is required.

Portuguese and English are an advantage.

## **Required 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** – 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 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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

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.

### **How to apply:**

Interested candidates are invited to submit their applications via e-mail:

[Vacante06-2019@iom.int](mailto:Vacante06-2019@iom.int) by September 17, 2019 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

### **Posting period:**

From 10.09.2019 to 17.09.2019