



International Organization for Migration (IOM)  
The UN Migration Agency

### **VACANCY NOTICE**

#### **Open to Internal and External Candidates**

Position Title : **Senior Regional Information Management and Reporting Assistant**

Vacancy No. : **IOMRONBO/VN/029/2023**

Duty Station : **Regional Office, Nairobi, Kenya**

Classification : **General Service Staff, Grade G7**

Type of Appointment : **One Year Fixed Term Contract (with possibility of extension)**

Estimated Start Date : **As soon as possible**

Closing Date : **August 09, 2023**

The International Organization for Migration (IOM) is the UN Migration Agency. With 174 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government and civil society to:

1. Assist in meeting the operational challenges of migration and mobility.
2. Advance understanding of migration issues
3. Encourage social and economic development through migration; and
4. Uphold the human dignity and well-being of migrants and mobile populations.

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.

IOM's Regional Office for the East and Horn of Africa supports and monitors the following countries: Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, Tanzania, and Uganda. Through a team of specialists, the Regional Office supports the development, implementation, monitoring, reporting and evaluation of projects and initiatives undertaken by country offices and regional programmes.

**Context:**

The Senior Regional information management (IM) and Reporting Assistant contributes to the information management, data processing, and reporting activities relevant to IOM Health Assessment Programmes (HAP) in Sub-Saharan Africa. and other IOM health services.

The incumbent will be responsible for managing the data from different systems and databases, creating, and maintaining offline and online reporting systems including but not limited to SQL databases and Power BI.

Under the overall supervision of the Deputy Regional Health Assessment Programme Coordinator and the direct supervision of the Regional Migration Health Data Reporting Officer, and in coordination with relevant colleagues at RO and CO level, the successful candidate will be responsible for carrying out the following duties and responsibilities in relation to the IOM HAP in sub-Saharan Africa, based in the Regional Office in Nairobi, Kenya.

**Core Functions / Responsibilities:**

In particular he/she will:

1. Develop and maintain Standard Operating Procedures (SOPs) related to the MHD data entry, data validation and reporting.
2. Provide technical supervision and regular technical trainings to the Medical Data and Reporting Assistant in RO and Medical Data Assistants in the IOM MHACs (Migration Health Assessment Centers).
3. Assist with MiMOSA admin issues, such as management of user accounts.
4. Provide information management and data processing support to the Regional Units, Country Offices in the region and partners by responding to various reporting needs.
5. Develop database queries for medical data and statistics extraction from the different systems and use them in different reports as requested by the RO units and MHACs in the Africa region.
6. Design documents, charts, graphics and info sheets for reports and presentations, as well as online dashboards and reports' design
7. Support the production of ad-hoc reports to be shared with partners during coordination meetings.
8. Contribute to the improvement of data quality control and quality assurance by developing new procedures and reviewing existing ones to achieve efficiency in HAP data management.
9. Keep abreast of opportunities to implement and streamline new reporting technologies and explore different data visualization software or applications (e.g., Power-Bi) to improve the MHD Africa reporting platform.
10. Regularly perform data validation checks on the reporting databases and coordinate with ICT support to resolve any data QC issues.
11. Support establishment, rollout, and improvements in functionality of Online Appointment systems, Feedback Applications and Queue Management Systems
12. Contribute to and support the development and rollout of biometrics solutions for HAP.
13. Perform such other duties as may be assigned.

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

### **Education**

- University Degree in Computer Science, Software engineering, Database management and administration, Data analysis and Business intelligence or a related field from an accredited academic institution, with five (5) years of relevant professional experience.; Or,
- High school diploma with at least seven (7) years of relevant work experience.

### **Experience**

- Demonstrated experience and extensive knowledge of database management systems (RDMS) including but not limited to MS SQL Server are mandatory.
- Demonstrated experience and extensive knowledge of reporting and Business intelligence (BI) technologies like MS Power BI or Tableau are mandatory;
- Certificates in BI solutions like Tableau, MS Power BI, Google Studio is an advantage;
- Proficient in a Microsoft Office environment, including extensive use of Microsoft Excel.
- Demonstrated ability to analyse data, detect meaningful trends and patterns, and communicate findings.

### **Skills**

- Knowledge of implementation and use of data visualization tools such as Power BI.
- Knowledge in data analysis, quality assurance, and use of databases and software applications.
- Knowledge in collaboration tools like Teams, Azure Dev, Git is an advantage.
- Experience and understanding of the public health industry.

### **Languages**

Required: Fluency in English and Kiswahili is required. Working knowledge of French; and/or any other UN Official language is advantageous.

### ***Required Competencies***

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 *level 2*

- 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.

**How to apply:**

Submit cover letter indicating the Position Title & Vacancy Notice Number (VN No.), and CV with telephone and e-mail contacts including 3 Referees (Supervisors) to: IOM, RO Human Resources Department, via e-mail to [ronairobihrdrec@iom.int](mailto:ronairobihrdrec@iom.int)

**Closing Date: 09 August 2023**

Only Shortlisted Applicants will be contacted.

**NOTE**

**NO FEE: The International Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process, or training). IOM does not concern itself with information on applicants' bank details.**

Posting period:

From: **27.07.2023** to **09.08.2023**