



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE
Open to Internal and External Candidates

Position Title : **Senior Programme Assistant – Data and Research**
VN No : **IOMKCO/VN/022/2024**
Duty Station : **Nairobi, Kenya**
Classification : **General Service Staff, Grade G7**
Type of Appointment : **One Year Fixed Term, with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **11th April 2024**

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.

Context:

Under the overall coordination of the Head of Programmes and Policy Development and the direct supervision of the Data and Research Coordinator, the successful candidate will be accountable and responsible to support data management initiatives aiming to streamline Data Management, Information Management (IM) activities, and Geographic Information Systems (GIS) related tasks of IOM Kenya.

Core Functions / Responsibilities:

1. Support the technical aspects of IM initiatives for establishing and maintaining tools, workflows, and standards for the data cleaning, analyzing, and protection-oriented data sharing within IOM Kenya and beyond.
2. Support the development and enhancement of the integrated methodology for data collection, including drafting KoBo tools and information packaging as required.
3. Provide inputs on the design, mapping, assessment, and monitoring of relevant data sources, sampling methodologies and related tools such as mapping enumeration areas, and make these available for internal and external reports and publications.
4. Support the design of databases and provide maintenance. Current databases rely on knowledge of SQL, KoBo and PowerBi.

5. Provide technical assistance with IT-related components of data collection processes and data management activities including encoding, storing, and transferring data as well as processing for data integration and quality control.
6. Implement and supervise the integrated mechanism (including PRIMA) for data gathering and information management across all activities to facilitate accurate, reliable, and timely data collection, storage, and submission.
7. Facilitate and monitor the effective use of the designated information system and other databases and uphold strict standards of data integrity, ethical data use and data protection policies.
8. Support strategic and operational decision-making by processing and analyzing data and information and presenting it in user-friendly formats (e.g., dashboards, graphs, charts, maps, etc.), utilizing the latest data visualization and mapping technologies.
9. Support designing and managing databases, spreadsheets, and other data management tools, and check the quality of humanitarian data for accuracy and consistency.
10. Provide inputs on the design, mapping, assessment, and monitoring of DTM operations data sources and make these available for internal and external reports and publications.
11. Produce spatial analysis, maps, and related information products for the DTM activities, as requested.
12. Assist in the development of data sharing tools, web-based applications, and reporting tools under the guidance of the Data and Research Coordinator.
13. Provide user support, guidelines, training materials and training sessions on the deployment, use, operation and maintenance of assessment tools and data collection systems.
14. Perform any other duties relevant as assigned

Required Qualifications and Experience

Education

- Bachelor's degree in Statistics, Mathematics, Information Technology or any other related field from an accredited academic institution with five (5) years relevant working experience;
- Or
- Completed High School diploma from an accredited academic institution with seven (7) years of relevant professional experience.

Experience

- Minimum five years' experience in a related field; experience in Technology, Information Management or Computer Science; preferably within the international humanitarian field
- Proven aptitude with the following software and languages: Microsoft Excel, SQL, KoBo, PowerBi, SPSS or STATA or R.
- Previous research work experience in working with governmental and non-governmental, and/or international organization/institutions.
- Familiarity with Survey encoding, Data collection and visualization software, such as KOBO, Open Data Kit (ODK), and Power BI application is a distinct advantage.
- Consolidated experience in liaising with, national/international institutions, UN agencies and non-governmental organizations is an advantage.

- Prior work experience with UN agencies or international humanitarian organizations is a strong advantage.
- Proven experience in organizing meetings, conferences, and events.
- Proficiency in MS office, ArcGIS and one or more designing software is required and;

Language

Fluency in English and Kiswahili is required.

Required Values

Inclusion & respect for diversity

- Celebrates diversity in all its forms
- Shows respect and sensitivity towards gender, culture, race and 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 from different backgrounds and orientations.
- Promotes the benefits of diversity; values diverse points of view and demonstrates this in daily work and decision making.
- Proactively addresses any prejudice, biases and intolerance in the workplace.
- Actively contributes to creating and maintaining a safe, harmonious, and respectful working environment free from all forms of discrimination, harassment, (including sexual harassment) and abuse of authority

Integrity & transparency

- Upholds and promotes the United Nations Charter, IOM's Standards of Conduct and Unified Staff Regulations and Rules.
- Delivers on commitments; manages the Organization's resources honestly, 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 behavior.
- Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.
- Respects the principle of independence and neither seeks, nor accepts, instructions from Member States.

Professionalism

- Demonstrates professional competence, mastery of subject matter and a willingness to improve knowledge and skills.
- Seeks to raise professional standards in oneself and others through daily work and activities.
- Is cognizant that taking certain courses of action may threaten the reputation of the Organization.
- Shows self-control and persistence when faced with difficult problems; remains calm in stressful situations.
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- Has a commitment to professional development.

Courage

- Does the right thing, even in particularly challenging and difficult situations.
- Shows resilience and respect in the face of adversity.

- Is decisive and versatile when faced with uncertainty and adapts quickly to change. Is prepared to take calculated risks to achieve the objectives of the Organization.
- Willing to speak up to protect others when misconduct or wrongdoing occurs.
- Is able to provide honest and constructive feedback to peers, direct reports or a supervisor.

Empathy

- Is able to stand in another person's shoes and consider a situation from another perspective, even if one doesn't agree with it.
- Supports and relates to others; actively seeks to emotionally understand what other people may be feeling.
- Is fully present when working with others, actively listening and engaging.
- Encourages collaboration through a willingness to consider multiple perspectives and opinions.

Required Competencies

Teamwork

- Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work.
- Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
- Shares credit for team accomplishments and ensures that the contribution of others is recognized.
- Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.

Delivering Results

- Produces high-quality results and workable solutions that meet clients' needs.
- Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations.
- Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
- Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.

Managing and Sharing Knowledge

- Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
- Encourages knowledge sharing across units/departments and ensures that knowledge as captured, recorded and disseminated appropriately.
- Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
- Contributes to an environment that is conducive to innovation and learning.

Accountability

- Proactively seeks responsibility in delivering towards the goals of the organization.
- Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
- Stands by the actions of team or department, publicly accepting ownership.
- Takes responsibility of own shortcomings and those of the work unit, where applicable.

Communication

- Speaks and writes clearly and effectively.
- Seeks to share information with others, with due respect for diversity and confidentiality of specific sensitive information.
- Listens and seeks to understand without bias and responds appropriately.
- Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.
- Tailors communication style to suit audience.

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:

Interested candidates are invited to submit their application by sending an updated CV as well as a technical portfolio to the email address hrnairobi@iom.int referring to this advertisement

Applicant portfolio must include at least two of the following: Unique maps completed in ArcGIS, self-composed SQL scripts, R scripts, Excel VBA scripts and/or PowerBI dashboards, developed primarily by the candidate. If preferred, candidates can include relevant links to their portfolios (such as GitHub, etc.).

Closing Date: 11th April 2024

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 28.03.2024 to 11.04.2024