

Advertisement

Junior Professional Officer

DTM Reporting and Research Officer



International Organization for Migration (IOM)

The UN Migration Agency

International Organization for Migration

Closing date: 14th April 2019

I General information

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| Title: | DTM Reporting and Research Officer |
| Sector of Assignment: | Migration (Monitoring and Evaluation) |
| Country: | Afghanistan |
| Location (City): | Kabul (NON-FAMILY duty Station) |
| Agency: | IOM |
| Duration of Assignment: | Initially one year with the possibility to extend up to a maximum total of 3 years |
| Grade: | P2 step 1 in the first year |

Note: this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **PEOPLE WITH THE DUTCH NATIONALITY**.

For criteria see the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/NL/JPO/General%20Information.htm>

Please read the criteria and FAQ section carefully before considering applying

II Duties and responsibilities

The objective of the position is to act as the Displacement and Tracking Focal Point for IOM Afghanistan.

Displacement Tracking:

Summary of duties/tasks

- In coordination with the Global Displacement Tracking Matrix (DTM) Team in Geneva and Regional Office Bangkok, prepare regular reports to be submitted to donors and HQ for data collected by DTM;
- Contribute to regular reporting on and dissemination of information gathered through the DTM in a timely and quality manner;
- Support the capturing, storing and sharing of humanitarian knowledge; thoroughly report on data and information received from the field and generate a number of relevant documents offering a comprehensive picture of migration flows.
- Conduct research and support the preparation of regular project narratives, concept notes, proposal, and interim and final project reports, according to IOM and donor formats as required.
- Provide support and guidance in developing and implementing projects, activities and strategies with research and knowledge production components.

Data Collection & Research:

Summary of duties/tasks

- Develop data collection and methodological frameworks for quantitative and qualitative research to support and enhance IOM's DTM Baseline Mobility Assessments, Community-based Needs Assessments, Flow Monitoring, and thematic household surveys, including analysis of incoming data and information.
- With a focus on research and knowledge production, assist in the identification of new programme/project possibilities, consistent with expressed Government needs and IOM's mandate and strategy in Afghanistan and assist in the formulation/development of project proposals.

- Support capacity-building efforts within IOM Afghanistan strengthening existing reporting and research mechanisms and improving Monitoring & Evaluation
- Liaise with IOM's field colleagues, donors and partners on relevant reporting and research issues, tools and initiatives.

Providing Government Support:

Summary of duties/tasks

- Support the Government of Islamic Republic of Afghanistan (GoIRA), IOM Afghanistan and implementing partners to develop a clear common vision on linking humanitarian and development activities through strategic analysis, technical assistance, trainings and the development of reference materials;
- Support the Programme Support Unit (PSU) as needed in acting as focal point for IOM for inter-agency coordination mechanisms, as required (ONE UN for Afghanistan, Programme management Team (PMT) Monitoring and Evaluation working group and so on);
- Undertake duty travel, as required, to participate in field operations and/or support staff training on reporting and research processes;
- Perform such other duties as may be assigned.

III Training component: Learning elements and expectations

Upon completion of the assignment the JPO will have/ will be able to:

- Gain experience in an international organization, including management and international cooperation activities, as well as understanding the dynamics of international coordination group.
- Gain experience in working in post-conflict field mission.
- Be able to prepare project related documents such as proposal including results matrix and reporting.
- Gain experience in working with governmental, non-governmental and UN institutions in Afghanistan.
- Become knowledgeable about migration related issues surrounding Afghanistan and relevant policies.

The JPO training programme includes the following learning elements:

- The JPO will have access to IOM's learning platform which currently houses over 300 learning modules developed by IOM and other UN agencies.
- The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor: DTM Coordinator

Content and methodology of supervision

Direct supervision and ongoing coaching with regular evaluations via IOM's Staff Evaluation System to ensure optimal communication and feedback.

V Required Qualifications and Experience

Education:

- Master's degree in International Relations, Social Science, International Development, Information Management, or a related field from an accredited academic institution with two years of relevant professional experience; or
- In lieu of a Masters degree may a Bachelors degree in the above fields be accepted with (at least) three years of relevant professional experience.

Working experience:

Two to maximum 4 years relevant working experience:

- Experience in data collection and assessment operations
- Experience in research, particularly quantitative and qualitative methods
- Excellent drafting and editing skills
- Experience producing visibility materials, publications, reports and other documents

- Extensive experience with Microsoft Office 365 applications, including spreadsheets and word processing, and Adobe Creative Cloud, including InDesign, Illustrator and PhotoShop
- Experience working with statistical software, such as Statistical Package for the Social Science (SPSS) or STATA software, and databases is a distinct advantage.
- Good knowledge of relevant migration-related issues, such as labor migration, displacement, humanitarian assistance, and development

Internships carried out with IOM since obtaining Bachelor's Degrees will be considered as work experience.

Languages:

Fluency in English is required. Working knowledge of Dari and Pashto is an advantage

Key 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 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.

Managerial Competencies – behavioural indicators level 2

- 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.

VI Background information on Agency/Department/Section

Established in 1951, The International Organization for Migration (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. In Afghanistan, IOM implements the Displacement Tracking Matrix (DTM) to track and monitor population displacement and flows of Afghan returnees, IDPs, migrants, nomadic groups and cross-border populations. The primary objective of DTM in Afghanistan is to collect structured data from targeted locations through mobility assessments, flow monitoring and household surveys to obtain in-depth information on population categories, mobility patterns, reasons for mobility, and immediate needs.

Under the overall guidance of the Senior Programme Support Officer and direct supervision of the DTM Coordinator, the Reporting and Research Officer will be responsible to support DTM in all reporting and research related tasks.

VII Information on living conditions at Duty Station

- IOM Afghanistan is a **non-family duty station** with an IOM hardship category E.
- All international staff members are entitled to 5 days of Rest and Recuperation (R&R) leave plus travel time outside of Afghanistan - every six weeks.
- All international staff members live in United Nations Department of Security and Safety (UNDSS) approved accommodation facilities. IOM currently has its own guesthouses in the office compound in Kabul. Accommodation will be provided in IOM compound or other UN compound based on availability.
- There are movement restrictions in place in accordance with the UN DSS guidelines.
- There is access to medical services as well as medical emergencies and trauma care response and support

VIII How to apply

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 14th April 2019 at the latest, referring to this advertisement.

For further information, please refer to:

https://recruit.iom.int/sap/bc/webdynpro/sap/hrrcf_a_posting_apply?PARAM=cG9zdF9pbmN0X2d1aWQ9MDA1MDU2ODUxQzdDMUVEOTkyQzVFODJDOEFEM0MwQ0ImY2FuZF90eXBIPUVYVA%3d%3d&sap-wd-configid=ZHRRCF_A_POSTING_APPLY&sap-client=100&sap-language=EN#

<http://www.iom.int/cms/en/sites/iom/home/about-iom-1/recruitment/how-to-apply.html>

In order for an application to be considered valid, IOM only accepts online profiles duly completed.

Only shortlisted candidates will be contacted. You can track the progress of your application on your personal application page in the IOM e-recruitment system.