



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Data Management Assistant**
Duty Station : **Bangkok, Thailand**
Classification : **General Service Staff (G4)**
THB 61,967.50 per month
Type of Appointment : **Special Short-Term Contract, 05 months**
Estimated Start Date : **May 1, 2018**

Closing Date : **April 24, 2018**
Reference Code : **SVN 002/2018 (EXT)**

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. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

The 'Greater Mekong Sub-Region and Malaysia: Migrant Assistance and Protection Program (MAPP)' is a regional program which aims to address migration challenges faced in the Greater Mekong Sub-region and Malaysia through working in coordination with international and national actors to more effectively address the needs of vulnerable migrants through increased protection and targeted assistance. The project aims to develop sustainable solutions to provide relief and improve the well-being of vulnerable migrants; including trafficked women, men and children, internally displaced persons, refugees, asylum seekers, unaccompanied minors, and exploited and abused migrants. In Thailand, IOM implements this program in close cooperation and partnership with the Ministry of Labour, the Ministry of Social Development and Human Security (MSDHS), the Immigration Bureau and other key government counterparts.

Under the framework of this program, IOM will soon begin roll out of flow monitoring activities in Thailand, in order to develop a better understanding of human mobility patterns and vulnerabilities of migrant populations transiting through key border crossing points. Under the direct supervision of the MAPP Programme Coordinator and the overall supervision of the IOM Thailand Chief of Mission, the successful candidate will provide technical support to the management and visualization of data collected through flow monitoring activities conducted in Thailand, as well as to the management and visualization of data collected through other programme activities.

Core Functions / Responsibilities:

Particularly, he/she will carry out the following duties:

1. Support the storing and maintenance of collected data, and assist in database use and troubleshooting;
2. Monitor the quality of collected data, and support data cleaning as needed;
3. Analyse data collected by IOM field staff, create data visualisations of relevant trends, and contribute to regular dissemination of information gathered through flow monitoring activities in Thailand;
4. Support the Displacement Tracking Matrix Coordinator with preparation of technical reports, statistical analyses, information bulletins and other relevant informational documents from data gathered through flow monitoring activities;
5. Travel to areas of operation (as needed) to ensure the harmonization of relevant tools and practices and to support in building capacities of staff implementing data collection;
6. Liaise with IOM field colleagues and partners on relevant information management and reporting issues, tools and initiatives;
7. Support management and visualization of data collected through other programme activities;
8. Perform other such duties and travels as may be assigned by the direct supervisor.

Required Qualifications and Experience

- University degree in information technology or a related field.
- At least three years of relevant experience in data management and data visualization, preferably with an international or intergovernmental organization;
- Strong interpersonal skills and ability to maintain trust and good working relationship with counterparts;
- Team-oriented, but with capacity to work independently;
- Personal commitment, efficiency, and flexibility;
- Strong organizational and time management skills, and ability to deliver under tight timelines;
- Excellent analytical abilities;
- Solid understanding of the norms of professional ethics;
- Experience in working effectively and harmoniously with colleagues from various cultures and professional backgrounds;
- Fully computer literate;
- Good writing, communication and negotiation skills;
- Experience with Excel, Kobo, InDesign, Power BI, Photoshop, Arc GIS, Tableau, Stata or SPSS will all be considered highly advantageous.

Languages

Excellent command of Thai and English;

Required Competencies

The incumbent is expected to demonstrate the following competencies:

- **Accountability** – Meets deadline, cost, and quality requirements for outputs
- **Client Orientation** – Identifies the immediate and peripheral clients of own work
- **Continuous Learning** – Demonstrates interest in improving relevant skills
- **Communication** – Writes clearly and effectively, adjusting wording to the intended audience
- **Performance Management** – Provides constructive feedback to colleagues
- **Professionalism** - Masters subject matter related to responsibilities
- **Teamwork** – Actively contributes to an effective, collegial, and agreeable team environment

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 along with a duly completed IOM Personal History Form to the IOM Bangkok Human Resources Unit at e-mail bkkrecruitment@iom.int by **April 24, 2018** at the latest. The form can be downloaded from <https://thailand.iom.int/sites/default/files/Recruitment/IOM%2BPersonal%2BHistory%2BForm%2B%282012%29.xls> Kindly indicate the reference code **SVN002/2018 (EXT)** followed by your full name in the subject line.

Applications should include: a) a cover letter, indicating the dates of availability; b) a curriculum vitae; c) a duly completed IOM Personal History Form (may be downloaded from thailand.iom.int);

Only shortlisted candidates will be contacted.

Posting period:

From 10.04.2018 to 24.04.2018