



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Consultant (Data Analyst Expert)**
Duty Station : **Homebased**
Type of Appointment : **Consultancy Contract, 6 months**
Estimated Start Date : **As soon as possible**
Closing Date : **19 May 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.

Context:

Funded by the Government of Japan, IOM is currently implementing the Project for Strengthening Capacity of Border Control for Responding to Infectious Diseases in Pacific Island Countries.

The IOM Regional Office for Asia and the Pacific (ROAP) in Bangkok, Thailand provides guidance and technical expertise to IOM Country Offices in the Asia Pacific Region aspiring to expand their Immigration and Border Governance (IBG) programming and to respective governmental counterparts to improve their migration and border management systems, processes and capacities. In coordination with IOM Samoa Country Office, the IBG Unit of ROAP is establishing a web-based reporting and information sharing platform where information on regular and irregular migration flows can be shared regionally among the Pacific Island Development Community (PIDC) participating member countries.

The initiative is based on existing platforms established by IOM's Document Examination Support Center (DESC), which facilitates the exchange of non-sensitive information on document and identity fraud detected in Asia and part of the Pacific. To support this project, IOM is seeking a consultant as a Data Analyst Expert to support in data management and analysis for the creation of a web-based platform to visualize regular migration trends and patterns. The consultant will work under the direct supervision of Programme Manager based in Apia, Samoa in close coordination with the IBG Unit in ROAP.

Core Functions / Responsibilities:

The successful candidate will deliver the following outcomes:

- 1) Support the implementation of the project with a focus on data collection, management and analysis of regular migration data from available sources including but not limited to MIDAS, other border management information systems and related data sources;
- 2) Assist in the development of tools to improve data collection, data management, protection and privacy including information sharing from participating PIDC countries;

- 3) Establish a database for data management on regular migration trends from various immigration related data sources including the development of an initial excel file collating information from all countries;
- 4) Contribute to improving the reporting and information sharing platform's data visualization and analysis through the use of Power BI;
- 5) Provide advice and recommendations for data interpretation and visualization of regular migration data;
- 6) Finalize regular migration data points, variables, terminology to ensure continuity of terms for data analysis;
- 7) Develop a standard operating procedure for the data sharing between participating PIDC countries to IOM
- 8) Create use cases for data interpretation in relation to migration trends and patterns;
- 9) Support general project implementation including monitoring, evaluation and reporting;
- 10) Support in coordinating with participating countries' immigration authorities, relevant IOM country offices, ROAP and related organizations to support the implementation of project activities;
- 11) Assist in the development and maintenance of Power BI interactive data visualization reporting (eDashboards) incorporating feedback by user countries;
- 12) Support the development of presentations, standard operating procedures and resource materials for the utilization of the reporting and information sharing platform;
- 13) Support day-to-day activities including participation in meetings, webinars and preparation of meeting minutes or notes for the file;
- 14) Assist in planning, delivering and evaluating capacity building trainings on data collection, management and analysis;
- 15) Undertake duty travel as required;
- 16) Perform other related duties as may be assigned.
- 17) The consultant shall review data sources available for developing a regional reporting information sharing platform;
- 18) Establish a database used to collate information from various sources for the purpose of data analysis and visualization
- 19) Ensure the streamlining of data from related data sources can be visualized through charts, maps, tables using tools such as Power BI;
- 20) Establish case use for the immigration data interpretation and analysis;
- 21) Support the presentation of a reporting and information sharing platform internally to IOM and wider PIDC member network;
- 22) Develop training material, resources, presentations and support the delivery of capacity building training on the operationalization of the information sharing platform;

Required Qualifications and Experience

Education

- Master's degree in Statistics, Data Science, Political Science, or a related field from an accredited academic institution, with at least 3 years of relevant professional experience; or
- University degree in the above fields with 5 years of relevant professional experience.

Experience

- Demonstrated experience in data visualization, data management, information management, data analysis and/or statistics, and data collection, with knowledge of migration data an advantage;
- Demonstrated experience working with government stakeholders, immigration and/or border agencies, or other entities;
- Advanced knowledge and skills in the use of Microsoft Office (Excel and Power Point);
- Proven expertise in Power BI or other data visualization software;
- Experience with/knowledge of immigration, migration management, border services, migrant protection, and relevant areas is an advantage;
- Strong sense of honesty and principles, and commitment to IOM's work in general and IBG's services/products;
- Experience in multi-cultural settings is an advantage.

Skills

- Demonstrated communication skills, both written and verbal.
- Proven ability to establish and maintain effective working relations with relevant government stakeholders, international organizations and private sector entities.
- Excellent information management skills and exhibited understanding of data protection.
- Sound data conceptualization, analytical, and writing skills.
- Sound communication, organizational, and interpersonal relationship skills.
- Ability to meet deadlines and work under pressure with minimum supervision.
- Ability to independently and effectively lead trainings, workshops, educational initiatives, and related presentations in multicultural settings.
- Knowledge of migration and government immigration initiatives is an advantage.

Languages

Fluency in English language is required (oral and written).

How to apply:

Interested candidates are invited to submit their applications via e-mail to ROBangkokHR@iom.int Please include the reference code **ROBKK-CFA 24-002** followed by your full name in the subject line.

Applications should include:

- Cover letter
- Curriculum vitae
- Duly completed IOM Personal History Form (can be downloaded from <https://thailand.iom.int/careers>);
- Sample of previous work.
- Quotation

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 shortlisted candidates will be called for assessment.

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a general rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.