



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Database Consultant (RDH)**

Duty Station : **Home-based**

Type of Appointment : **Consultant**

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

Closing Date : **23 January 2022**

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.

The IOM Regional Office for Asia and the Pacific (ROAP) in Bangkok, Thailand is covering 40 countries across the Asia and Pacific region. The key responsibility of the ROAP is to formulate regional strategies and plans of action and to provide programmatic and administrative support to the countries within the region.

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 International Organization for Migration's (IOM) IOM's Regional Office for Asia-Pacific (ROAP) and its partners use, produce, and monitor migration-related data for planning, policy-making and operational purposes. The Asia-Pacific Regional Data Hub aspires to reference a comprehensive set of such data, including information on migration trends, stocks and flows in the Asia-Pacific region. The regional data hub aims to support evidence-based strategic and policy level discussion on migration through a combined set of initiatives including strengthening of regional primary and secondary data collection and analysis; increasing Information management capacity across countries; providing technical support to ensure harmonization and interoperability of key methodologies and tools used to monitor population mobility; and the engagement of key stakeholders and governmental counterparts in migration dialogue and consultation.

Under the overall supervision of the Regional Coordinator, the direct supervision of the Regional Displacement Tracking Matrix (DTM) Officer based in Bangkok, Thailand, and in close coordination with the RDH Information Management Officer (RDH IMO), the Database Officer - RDH will be responsible for developing a common platform, the RDH portal, which houses data from various sources, make the result accessible through a user-friendly web based and/or desktop application. Seamless integration of the different systems should be made available wherever possible.

Core Functions / Responsibilities:

1. In close collaboration with the RDH-IMO, the RDH Analysis and Research unit and Regional DTM officer, design, develop, implement, and maintain RDH Data Portal, the migration-related knowledge management repository(s) aimed at supporting project implementation and policymaking. Assist in improving data collection procedures and formats and their standardization. Follow-up with stakeholders to facilitate data exchange, as required.
2. Assist in information processing and data analysis. Design data flow processes relevant to the effective collection, storage, processing, analysis and reporting of the data. Provide recommendation for further technological integration possibilities upon the implementation of developed systems.
3. Ensure the implementation of IOM data protection standards and good practices at all stages of systems development.
4. Make an inventory and carry out an assessment of the design and operational features of the currently used systems for collecting, processing, analyzing and disseminating data
5. Conduct tests to check the effectiveness, integrity, relevance, internal - and external consistency, and validity of the database system(s) and its data and ensure compatibility with the GIS system that will be developed in parallel.
6. Conduct technical and information-sharing meetings to develop the capacity of relevant staff and the stakeholders; provide training to the intended users of the database systems.
7. Document, develop and deliver user manuals and training programmes for the developed databases and systems.
8. Ensure the required performance of the developed databases and systems to prevent and minimize downtime or service interruptions, plan for systems (Software/Hardware) upgrades when necessary and ensure daily monitoring and adequate completion of databases and systems backups.
9. As required, to provide remote or onsite technical support for all IOM locations in Asia-Pacific as necessary in relation to the implementation of the developed databases and systems.
10. Participate in training, seminar, workshop, and technical meeting to develop the capacity of the staff members and the stakeholders concerned, when necessary and more specifically provide training (including training of trainers) to the intended users of the database and IM systems regarding the design and the application of the database systems.
11. Perform other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Computer Science, Information Technology, Software Development, or equivalent combination of relevant academic qualifications with four years of relevant experience.

Accredited Universities are the ones listed in the UNESCO World Higher Education Database: <https://whed.net/home.php>

Experience

- Experience with the management of databases and information systems including design, development, implementation, and maintenance.

Skills

- Extensive knowledge and experience of desktop application programming (VB .Net is an advantage), web programming (combination of ASP .Net/JavaScript/AJAX/HTML5 is an advantage), and database management system (SQL Server/MySQL is an advantage).
- Extensive knowledge of contents management system packages, open-source frameworks (JavaScript/AJAX, HTML5, etc), and programming API is an advantage.
- Extensive knowledge of Microsoft Office Suite software and languages (Access, Excel/VBA, Word, etc.) is an advantage.

Languages

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

Required 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

- 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.

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 2022-003** 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 [here](http://thailand.iom.int/) or <http://thailand.iom.int/>);

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.
- 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.

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee).