



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Information Management Consultant (RDH)**

Duty Station : **Home-based**

Type of Appointment : **Consultant**

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

Closing Date : **08 December 2021**

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) 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 (RDH) aspires to reference a comprehensive set of such data, including information on migration trends, stocks and flows in the Asia-Pacific region. The RDH 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 (IM) 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 successful candidate will support the information management workstream and activities within the RDH.

Core Functions / Responsibilities:

1. Support the RDH IM team in planning and deploying IM systems and processes. Ensure the implementation of IOM data protection standards and good practices at all stages of systems development.
2. In close coordination with the RDH IMO, develop and improve data collection through ODK/KOBO forms ensuring that the full process from planning, development to deployment is done seamlessly.
3. In coordination with the RDH IM Officer, ensure accurate and reliable data is collected, stored, and submitted in a timely manner; train and support ROAP and Country Office staff in tasks related to data collection, surveys, and assessments. Support in the supervision of data collection processes and overall data management activities.
4. Support the RDH IM Officer in the timely preparation and generation of local and regional level information products, including but not limited to, analytical and statistical reports, displacement and migration profiles, maps and other relevant products, to ensure their highest possible quality, and support on information sharing and dissemination to all relevant channels.
5. Coordinate with the RDH Analysis and Research team in Data management, ensuring the data, used in RDH reports and research projects, is cleaned and stored. Identify the said dataset meta- data information and catalogue for easy retrieval and storage in RDH data warehouse.
6. In close coordination with the RDH Database Officer and the RDH Analysis and Research team, support in creating data workflows, , project checklists and manage project timelines to ensure timely delivery of the data to the data-warehouse and the data portal
7. Support RDH Coordinator and Project development team by extracting information for donor reporting and strategic documents relevant for the unit.
8. In coordination with the other RDH team member, Catalogue and update incoming data requests from the Regional and Country Offices to the RDH request tracking system
9. Identify gaps on data and information relevant to the programme implementation and contribute to the preparation of project proposals aiming to address such needs.
10. Represent RDH at Regional Information Management Working Group (IMWG) or initiatives that require participation in IM and data analysis.
11. Provide administrative support by managing and updating IOM ROAP common datasets such as Focal Points lists, Country presence lists, Email distribution lists, Annual leave calendar, Login credentials, Annual license subscriptions, Webinar calendar lists and RDH Workplan
12. Perform other duties as may be assigned.

Required Qualifications and Experience

Education

- Completed Master's degree from an accredited academic institution preferably in Computer Science, Media or Social Sciences or any discipline related to Information Management from an accredited academic institution with three years of experience. Or
- University degree in the above fields with five years of relevant professional experience.

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

Experience

- Experience in Information Management; emergency humanitarian operations; management and coordination of information flows; data management including collection, storing, processing, and analyzing data to generate information products
- Experience in Migration research or research in general is an advantage

- Experience in data visualization and information design skills
- Experience with handling confidential and sensitive data.

Skills

- Extensive and in-depth knowledge of using Microsoft Excel for cleaning, preparing, and transforming raw data for data analysis and visualization projects
- Knowledge in GIS, R programming, Adobe suite, Power BI and/or Power Query is an advantage
- Knowledge of the latest technological developments in information technology and information system
- Ability to assist the creation of IM-related technical requirements and Standard Operating Procedures
- Demonstrated team building and information management skills.
- Demonstrated understanding of information processes such as data collection, analysis, visualization, and reporting

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 2021-127** 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.
- This position is for Thai national only

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).