

Open to Internal and External Candidates

Position Title	: Senior DTM Information Management Assistant
Duty Station	: Bangkok, Thailand
Classification:	: General Service Staff (G6, THB 90,432.33 per month)
Type of Appointment	: Special Short-Term Contract, Initial 9 months with possibility of extension
Desired Start Date	: As soon as possible
Closing Date	: 26 October 2021
Reference Code	: SVN034/2021

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.

1. ORGANIZATIONAL CONTEXT AND SCOPE:

Under the framework of the Asia Regional Migration Program and other programs managed by Thailand Country Office (CO), the International Organization for Migration (IOM) has been implementing flow monitoring and data collection activities in Thailand, Cambodia and Lao People's Democratic Republic, in order to develop a better understanding of regional human mobility patterns and of the vulnerabilities of migrant populations in Southeast Asia. IOM has also worked actively to share key findings with government and non-government counterparts through regular dissemination of reports and data products at workshops, briefings and webinars.

Under the overall supervision of the Head of the Migrant Assistance and Counter Trafficking Unit and the direct supervision of the Displacement Tracking Matrix (DTM) Coordinator, the Information Management (IM) Officer will be responsible for overseeing all aspects of IM requirements of DTM and other IM support activities within IOM Thailand. Particularly, s/he will support IM under the Asia Regional Migration Program, both in Thailand and other COs under the Program. S/he will also support IM activities that aim to build government capacity in the management and use of migration data and will lend support to IOM Thailand's overall DTM programming portfolio.

RESPONSIBILITIES AND ACCOUNTABILITIES:

In particular, s/he will:

1. Support the planning, design, and implementation of integrated and interoperable mechanism for data collection and information management across all DTM activities to ensure accurate and reliable data is collected, stored, and submitted in a timely manner to be further processed.

2. Support DTM Coordinator to ensure effective information management workflows in relation to DTM implementation; ensure regular monitoring as per agreed timelines; prepare activities status and progress reports.
3. Provide information management support to other CO units and relevant IOM operations.
4. Ensure the effective use of the designated DTM information systems, including offline and online platforms, application tools, and other systems to manage the implementation of information management mechanism.
5. Support in the supervision of data collection processes and the overall data management activities, including encoding, storing, and transferring data, as well as processing and supporting the analysis of the collected data and information locally.
6. Ensure timely preparation and generation of local level information and GIS products, and support on information sharing and dissemination to all relevant channels.
7. Identify gaps on data and information relevant to the programme implementation and contribute to the preparation of project proposals aiming to address such needs.
8. Develop and conduct training modules for stakeholders as required for the implementation of information management mechanism to ensure smooth roll out.
9. Coordinate the development and enhancement of integrated methodology for data collection and generation of information products, such as maps, comprehensive analysis reports, factsheets, dashboards etc., as required and needed by programmes.
10. Ensure that the implementation of the information management systems and application adhere to Information Technology and Communication Policies and Standards.
11. Perform such other duties as may be assigned.

2. DESIRABLE COMPETENCIES:

Values

The incumbent is expected to demonstrate the following values and competencies:

- 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

- 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.

3. EDUCATION AND EXPERIENCE:

- University degree in Information Management, Computer Science, Social Sciences, or a related field from an accredited academic institution with four years of relevant professional experience; or
- High School degree with at least six years of relevant professional experience.
- Experience in Information Management, humanitarian operations; management and coordination of information flows, database management including collection, storing, processing, and analysing data to generate information products;
- Experience with handling confidential data;
- Experience in advanced data visualization and information design skills.
- In-depth knowledge of the latest technological developments in information technology and information systems and proven skills to analyse statistical information and database management;
- Advanced technical skills in Microsoft Office; ArcGIS;
- Demonstrated experience in use of statistical analysis software such as R programming, Stata, SQL or SPSS;
- Ability to formulate IM-related technical requirements and operating procedures;
- Ability to translate planning-specifications into technical briefs for data capture and analysis, and vice versa;
- Ability to compile and holistically analyse diverse datasets;
- Demonstrated understanding of different data collection methodologies;
- Knowledge and understanding of relational data theory;

4. LANGUAGES

Required: Fluency in English and Thai.

Desirable: Ability to communicate in Lao, Myanmar or Khmer languages is an advantage.

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 neighboring 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 neighboring 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 **October 26, 2021** at the latest. The form can be downloaded from <https://thailand.iom.int/sites/thailand/files/Recruitment/IOM%20Personal%20History%20Form%20with%20Declaration.xls> Kindly indicate the reference code **SVN034/2021** 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 <http://thailand.iom.int/>);

Only shortlisted candidates will be contacted.

Posting period:

From 12.10.2021 to 26.10.2021