

Open to Internal and External Candidates

Position Title	: Senior DTM Reporting and Data Analyst Assistant
Duty Station	: Bangkok, Thailand
Classification:	: General Service Staff (G6, THB 90,432.33 per month)
Type of Appointment	: Special Short-Term Contract, Initial 6 months with possibility of extension
Desired Start Date	: As soon as possible
Closing Date	: 10 December 2021
Reference Code	: SVN039/2021

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 direct supervision of the DTM Coordinator and the overall supervision of the Head of MACTU, the DTM Reporting, and Data Management Assistant will be responsible for providing technical support to the collection, management and visualization of data collected through IOM Thailand's Migrant Assistance and Counter-Trafficking programming.

RESPONSIBILITIES AND ACCOUNTABILITIES:

The successful candidate will have the following duties and responsibilities:

1. Generate IM products such as comprehensive analysis reports and fact-sheets, presentations, conduct extensive data analysis from data gathered through data collection activities and respond to complex information requests and inquiries;
2. Monitor the quality of collected data, and support data cleaning as needed;
3. Create data visualizations of relevant trends, and contribute to regular dissemination of information gathered through data collection activities in Thailand;

4. Prepare technical reports, creation of database for all DTM data collection 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 other IOM units and partners on relevant information management and reporting issues, tools and initiatives;
7. Support DTM Coordinator in procurement of assets as well as other logistics required for DTM operations;
8. Oversee the work of DTM enumerators for implementing field activities;
9. Provide inputs for the development of Standard Operations Procedures (SOP) and concept papers of the DTM Project and provide general support for the development of new project tools and initiatives;
10. Perform other such duties and travels as may be assigned by the direct supervisor.

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 technology or related field.
- At least four years of relevant experience in data management and data visualization, preferably with an international or intergovernmental organization;
- Experience in working effectively and harmoniously with colleagues from various cultures and professional backgrounds;
- Experience with Excel, Kobo, InDesign, Illustrator, Photoshop, Stata or SPSS will all be considered highly advantageous.
- 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;
- Good writing, communication and negotiation skills;
- Fully computer literate.

4. LANGUAGES

Required: Fluency in English and Thai.

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 **December 10, 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 **SVN039/2021** 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 26.11.2021 to 10.12.2021