



IOM International Organization for Migration

## Open to Internal and External Candidates

Position Title : **Database Assistant/Clerk**  
Organizational Unit : **IM Information Management**  
Duty Station : **Erbil, Iraq**  
Classification : **General Service Staff, G4**  
Type of Appointment : **Special Short Term contract (SST)**  
Duration of Appointment : **Six (6) months with possibility of extension**  
Closing Date : **April 27, 2017**  
Reference Code : **SVN2017/IRQ/018**

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.

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:**

Under the general guidance of Chief of Mission (CoM), Head of Office in Erbil ( HoO) the overall supervision of Information Management Systems Officer and the direct supervision of the Database Assistant Team Leader, the incumbent assist in the Unit's overall data entry and processing.

### **Core Functions / Responsibilities:**

1. Receive from IM Database coordinator regular information flow for database updates;
2. Process data entry for data collection for IOM programs including updates and reports;
3. Provide necessary information and assistance for the preparation and implementation of project activities;
4. Assist in timely reporting on project activities according to IOM and donor formats as required;
5. Maintaining data collected from IOM programmes for entry in the system and ensure all reports are up to dates.
6. Provide general and administrative support to visibility and communication activities related to the project;
7. Support database assistants in preparing statistical reports;
8. Support data collection and data processing ;
9. Verifying data received from the field;
10. Ensure proper documentation and filing of project documents;
11. Provide informal translations of documents and, if necessary, oral interpretation;
12. Any other duties that might be assigned.

## ***Required Qualifications and Experience***

### **Education**

- Diploma in computer science or any related field, university degree is an advantage. with 4 years experiences
- Good computer skills (Word and Excel is a minimum requirement);
- Good interpersonal and communication skills;
- Flexibility, tolerance and capacity to work in a team;
- High sense of responsibility, dedication and honesty

### **Experience**

- Works effectively in high-pressure, rapidly changing environments
- Coordinates actions with emergency response actors and making use of coordination structures
- Supports adequate levels of information sharing between internal units, cluster partners, IOM and other emergency response actors
- Previous work experience in international organizations and companies would be an advantage.

### **Languages**

Fluency in Kurdish, English and Arabic

## ***Required Competencies***

### **Accountability**

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

### **Client Orientation**

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, Governments and project beneficiaries

### **Continuous Learning**

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

## **Communication**

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and Procedures
- Writes clearly and effectively, adapting wording and style to the intended Audience
- Listens effectively and communicates clearly, adapting delivery to the Audience

## **Creativity and Initiative**

- Proactively develops new ways to resolve problems

## **Leadership and Negotiation**

- Convinces others to share resources
- Presents goals as shared interests

## **Performance Management**

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR Procedures

## **Planning and Organizing**

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans

## **Professionalism**

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and Promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to Relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration

## Solutions

### **Teamwork**

- Actively contributes to an effective, collegial, and agreeable team Environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

### **Technological Awareness**

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

### ***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 neighbouring 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 neighbouring country located within commuting distance, and work permit, as applicable.

### ***How to apply:***

Interested candidates are invited to submit their applications via a link:

<http://iomiraq.net/vacancies/database-assistantclerk-0>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

### ***Posting period:***

From 13.04.2017 to 27.04.2017