



IOM International Organization for Migration  
المنظمة الدولية للهجرة

## **Call for Applications**

Position Title: **Information Management and Protection Assistant**  
Organizational Unit: **Protection/Emergency**  
Duty Station: **Erbil**  
Type of Contract: **Sub-Contracting (Stars & Orbit)**  
Grade: **Equivalent to G5**  
Duration of Appointment: **Six (6) months with possibility of extension**  
Closing Date: **September 16, 2017**  
Reference Code: **SVN2016/IRQ/087**

## **Context:**

Under the direct supervision of the Protection Officer, and the overall guidance of the Chief of Mission, the incumbent will be responsible for Information management activities within the Protection Unit:

## **Core Functions / Responsibilities:**

General Functions: Under the direct supervision of the Protection Officer, the incumbent will be responsible for:

1. Assist in the timely and effective implementation of the activities of the Protection unit;
2. Develop information and data management systems and processes for the Protection unit and collect, verify and enter protection beneficiary data in English and Arabic, ensuring confidentiality and data protection principles are adhered to at all times.
3. Guide and support Protection staff to use and update internal and external database structures as per Programme needs, cross check the entered information into the database, and notify the supervisor for any need of new information in the system based on the request by the field staff.
4. Support in preparing and developing analytical tools, statistics and reports on protection activities and data.
5. Support to prepare periodic project reports as required on the implementation of protection activities;
6. Assist in the daily planning, monitoring and evaluating of the administrative and operational activities of the Protection Unit;
7. Regular liaison and coordination with internal and external stakeholders as required to facilitate the implementation of protection activities;
8. Provide support to coordinate project activities on a daily basis, including: organization and preparation for project trainings and workshops; liaising with relevant stakeholders; providing administrative support,
9. Regular travel to other governorates to support protection activities as required;
10. Perform such other duties as may be assigned

## **Education/Experience**

- University Degree in information management or a similar field with five years of relevant professional experience, preferably within a protection role.
- Experience working within challenging environments.
- Experience in establishing information management systems and processes.
- Experience with data management, analysis and report writing.
- Experience working with governmental, non-governmental institutions and UN agencies preferred.
- Experience in providing direct assistance to beneficiaries is an advantage.

## **Technical**

- Effectively applies knowledge of migration and protection issues within organizational context

## **Language:**

- Fluency in English, Kurdish and Arabic, written and oral.

## **How to apply:**

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

<http://iomiraq.net/vacancies/information-management-and-protection-assistant>

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 31.08.2017 to 16.09.2017