



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **Community Research & Assessment Officer**
Organizational Unit: **Community Stabilization & Revitalization**
Duty Station: **Baghdad & Basra (2 Positions)**
Type of Contract: **Sub-Contracting (Stars & Orbit)**
Grade: **Equivalent to P2**
Duration of Appointment: **Six (6) months with possibility of extension**
Closing Date: **October 15, 2017**
Reference Code: **SVN2017/IRQ/098**

Context:

IOM Transition and Recovery programming aims at contributing to the recovery of Iraqi communities by improving their resilience and promoting social cohesion. IOM aims to achieve this through a comprehensive approach to transition and recovery, which encompasses the Community Assessment Process.

The community assessment process is a cornerstone of the UN Migration Agency's (IOM) work in Transition and Recovery in Iraq. IOM in Iraq has adopted the Commitments on the IASC principles of Accountability to Affected Populations (AAP) that it endorsed in 2011. This approach ensures a two-way dialogue between the Organization and the affected population, particularly in terms of programme design, monitoring and evaluation, and throughout program implementation through the provision of timely information to the communities, ensuring their active participation and ownership in the decision-making process. It is critical for IOM that assessments are conducted through participatory engagement processes, and that the evidence collected through such assessments provides guidance for programme design. A process of ongoing liaison with the community and monitoring is essential for effective implementation and to 'do no harm'.

Core Functions / Responsibilities:

Under the overall supervision of the Chief of Mission (CoM), the direct supervision of the Programme Manager, overseeing the Transition and Recovery Unit (TRU), and in coordination with relevant units in IOM Iraq, the successful candidate will provide research, support to data analysis, report writing and overseeing of publication. The role will support to the broader information management architecture of the TRU.

The Officer will be working under the CRP, RRP and 3RP, all of which aim to strengthen resilience of individuals and communities, as well as, promote social cohesion among internally displaced Iraqis and host communities.

This includes data management: collection, analysis as well as overseeing that the analysis is transferred to the reporting and communications team with continued support in producing the final communication tools and reports. Moreover, the incumbent will be responsible travel to the field to oversee data collection phases and to ensure the correct design and implementation of research tools.

Core Functions / Responsibilities:

Internal Communication

1. Provide advisory services on methodological approaches and best practices for data management, including: collection, processing and analysis of data and information; and policies and procedures, with an emphasis on technological applications. Specifically, assist in the development and evaluate adequacy of existing TRU thematic surveys, assessments, data collection tools from a data management perspective.
2. Compile brief and regular internal data reports for the reporting and publications consultant, which allow time-critical information to be accessible to staff throughout the Unit. The information may include analysis of displacement trends, security and political developments, situation and vulnerabilities of displaced population and affected communities available through external and internal sources, such as IOM Displacement Tracking Matrix database, ensuring the timely dissemination of information for strategic planning for the TRU.

Within the TRU, the successful candidate will be expected to **contribute to data collection, analysis and report development at various key stages**. These include:

1. Data sourcing: Compile data from sources including (but not limited to) the following. Data should be compiled and entered into a clear checklist/ reporting format for teams
2. Mixed methods data analysis: Analyse Key Informant Interviews including qualitative and quantitative data. Compare and contrast data to make recommendations based on vulnerability/ population movements and need in various locations.
3. Quantitative data analysis using Survey CTO (ODK) and Marketsight: capacity to review and analyse quantitative data via online programmes. Capacity to make graphs/ images that are reflective of data collected in real time. Data analysis should be presented via cross tabs and indicate variances by gender/displacements status and other identified categories. Cross tabulation should be done and graphs developed to illustrate data. Data analysis further includes discussion on the graphs, indicating significant figures and what this could mean for programme development/ design.
4. Analyze data gathered through desk review and TRU information managements tools, and compile comprehensive community multi-sectorial profiles, on community infrastructure, security, access to services, population, livelihoods, social and economic situation.

In addition, the successful candidate should proactively seek regular data to **contribute to broader discussions on context analysis for the team**. Proactive data collection and analysis includes the following main activities:

1. Conducting outreach to internal and external data entities to develop partnerships and data sharing relationships. Specifically, liaise with relevant units within the mission to gather information that will strengthen inter-department coordination and information sharing, towards an enhanced emergency/transition and recovery response
2. Participate as necessary in the Assessments Working Group (or other working groups/ clusters) and collect information on who is doing what/where. Share context analyses, discussions and data from WG with IOM teams as needed

Finally, the Officer will be responsible for **working together with the Community Engagement Liaison Officer, the CEA and CPA to:**

1. Ensure all teams are using data collected to influence programme decisions
2. Support teams to review and feedback on data and critically analyse the data collected

3. Coordinate with Community Engagement and Liaison Officer (CELO), Community Engagement Advisor (CEA) & Community Planning Advisor (CPA) to identify best opportunities for data use

Reporting & Team Structure

The role is part of a 2-person unit (1 Community Engagement and Liaison Officer (CELO) and 1 Community Assessments and Research Officer) that work together as the Community Engagement Team. This team works under the supervision of the Community Engagement and Community Planning Advisors. The officer will:

1. Coordinate with the reporting and publications team and Public Information Unit (PIU) in the production of a diverse range of information products (infographics, reports, maps);
2. Assist the CEA and CPA in capturing lessons learnt and the planning and implementation of program activities;
3. Coordinate daily with the CELO to develop a workplan and support to field teams;
4. Oversee the CLAS data support team during peak research and data times;
5. Provide technical guidance to the CLAs on data collection and M&E.

Deliverables:

- Capacity building and field support plan on monthly basis on Assessments and M&E
- Delivery of training tools for AAP and CE in the Transition Recovery Unit
- “Mapping” of existing assessments and reports (and actors undertaking assessments) and coordination with existing actors on the data
- Regular completion of Community Assessment and Research reports
- Completion of review reports in “new” communities (from year 1 of CE based programming)

Additional expectations:

1. Travel to field missions when necessary to support in setting up system for data and information management activities including data collection.
2. Perform such duties as may be assigned.

Note: this position is being recruited for 3 positions

- (1) Erbil – with travel throughout Ninewa, including Mosul
- (2) Baghdad – with travel to Salah Al Din and Anbar
- (3) Basra- with travel to Babylon, Kerbela

Please indicate if you are applying for a specific location base

SKILLS OF CANDIDATE:

1. Master degree in computer science/ business /research or related field
2. Demonstrated knowledge and understanding of quantitative data analysis and capacity to translate excel data into graphs and charts using cross tabs as well as capacity to critically analyse the output

3. Demonstrated capacity to compile and analyse multiple forms of data (qualitative and quantitative); capacity to build map data sources, results and recommendations from these various forms
4. Experience managing research projects from the designing of tools, to the data collection and analysis processes, to the ultimate production of reports and other communication tool
5. Excellent skills in Excel, data analysis programmes, use of infographics programmes
6. Excellent analytics skills and demonstrated experience in quantitative and qualitative assessment tools and training development
7. Excellent time management and organization skills
8. Strong communication skills

LANGUAGES:

Fluency in English. Ability to read and speak Arabic would be advantageous.

How to apply:

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

<http://iomiraq.net/vacancies/community-research-assessment-officer>

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 08.10.2017 to 15.10.2017