



IOM International Organization for Migration
المنظمة الدولية للهجرة

Position Title: **Data Analysis Assistant**
Organizational Unit: **Community Stabilization & Revitalization**
Duty Station: **Erbil, Baghdad, Basra (3 Positions)**
Type of Contract: **Sub-Contracting (Stars & Orbit)**
Grade: **Equivalent to G6**
Duration of Appointment: **Six (6) months with possibility of extension**
Closing Date: **October 15, 2017**
Reference Code: **SVN2017/IRQ/100**

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'.

Role of Candidate

Under the overall supervision of the Chief of Mission (CoM), the direct supervision of the Community Research Assessment Officer, overseeing the research process for the Accountability towards Affected Populations, Community Assessments. The successful candidate will provide support to research teams for the timely desk-reviews, analysis of Household surveys and key informant interviews, which are being administered in 17 governorates across Iraq. These analysis support to the broader programme goals of the rapid dissemination of critical data, from the field to the programme developers and officers.

Core Functions / Responsibilities:

The candidate will have the following duties and responsibilities:

1. Being well-versed in the analysis and interpretation of quantitative data, the selected candidate will be responsible for analysing household surveys using Marketsight software.
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 Rapid Response Programme.
3. 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 RRP thematic surveys, assessments, data collection tools from a data management perspective.
4. 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.
5. 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.
6. Quantitative data analysis using Survey CTO (ODK): 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.
7. Analyse data gathered through desk review and RRP information managements tools, and compile comprehensive community multi-sectorial profiles, on community infrastructure, security, access to services, population, livelihoods, social and economic situation.
8. Coordinate with the reporting and publication consultant and Public Information Unit (PIU) in the production of a diverse range of information products (infographics, reports, maps).
9. Assist the Program Officer in capturing lessons learnt and the planning and implementation of program actives;

Additional expectations:

- Perform such duties as may be assigned.

SKILLS OF CANDIDATE:

- Undergraduate degree in computer science/ business /research or related field
- 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
- 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
- Excellent skills in Excel, data analysis programmes, use of infographics programmes
- Excellent time management
- Strong communication skills

Deliverables:

- Capacity building and field support plan on monthly basis
- Delivery of training tools for AAP and CE in the Transition Recovery Unit
- “Mapping” guide for field teams on how to coordinate and collaborate with others (for each field location)
- Regular reporting and contribution to proposal writing as needed/requested
- Regular contribution to Community Assessment and Research reports (specifically focusing on the Community Engagement steps)
- Feedback and follow up review reports in “new” communities (from year 1 of CE based programming)

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/data-analysis-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 08.10.2017 to 15.10.2017