



IOM International Organization for Migration

### Open to Internal and External Candidates

Position Title : **Assistant Data Analyst (Quantitative data)**  
Duty Station : **Iraq, Erbil**  
Classification : **General Service Staff, Grade G5**  
Type of Appointment : **Special Short Term contract (SST)**  
Duration of Appointment : **(3) Three months with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **October 22<sup>nd</sup> , 2018**  
Reference Code : **SVN2018/IRQ/160**

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. Applications from qualified female candidates are especially encouraged as well as the 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 general guidance of the Chief of Mission (CoM), Under the overall supervision of the Head of Erbil Office and DTM Programme Coordinator and in direct supervision of the Research Officer, the successful candidate is expected to support the implementation of the on-going and upcoming research activities of the DTM Research team, mainly in its data analysis component.

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

1. Interpret and analyze Displacement Tracking Matrix (DTM) data to support the research team in the drafting of reports and briefing notes;
2. Conduct descriptive quantitative data analysis with existing DTM data and external resources;
3. Identify trends or patterns in data sets using statistical techniques;
4. Support in the design of quantitative data collection tools;
5. Support in applying sampling techniques to determine and define groups to be surveyed or included in targeted research,
6. Support in data cleaning and quality control procedures;
7. Report results of quantitative analyses to be easily understood by a broader not specialized audience;
8. Perform such other duties as may be assigned

## **Education**

- University degree in the above fields with 5 years of relevant professional experience.
- Experience working in universities, research centres, think tanks, international organizations or the humanitarian community;
- Proven experience in quantitative data analysis and advance statistics;
- Knowledge of quantitative tool design, an advantage;
- Work experience in and knowledge of migration, return and reintegration is an advantage

## **Technical**

- Strong analytical skills and knowledge of advance statistical analysis and software (SAS, Stata, SPSS), for the analysis of data collected through routine information systems and surveys
- Knowledge of data cleaning and quality control procedures an asset
- Knowledge of quantitative research methodologies
- Understanding and knowledge of IOM-DTM system and requirements an asset

## **Languages**

Fluency in English, Kurdish and Arabic.

## ***Required Competencies***

### **Behavioural**

#### **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
- Keeps clients informed of developments and setbacks

#### **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, adjusting wording to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

## **Creativity and Initiative**

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

## **Leadership and Negotiation**

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests Articulates vision to motivate colleagues  
And follows through with commitments

## **Performance Management**

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

## **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
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

## **Professionalism**

- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- 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

### **Resource Mobilization**

- Establishes realistic resource requirements to meet IOM needs

### ***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://www.iomiraq.net/vacancies/assistant-data-analyst-quantitative-data>

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 08.10.2018 to 22.10.2018