



IOM International Organization for Migration

Open to Internal and External Candidates

Position Title : **National Information Management Officer (Shelter Cluster)**
Duty Station : **Erbil, Iraq**
Classification : **National Officer Category, NOA**
Type of Appointment : **Special Short Term contract (SST)**
Duration of Appointment : **Six (6) months with possibility of extension**
Closing Date : **24th October 2018**
Reference Code : **SVN2018/IRQ/164**

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 Programs and in coordination ,the direct supervision of the Head of the Preparedness and Response Unit with the Shelter Cluster Coordinator, the National Information Management Officer (shelter Cluster) will support the national and local authorities towards the effective provision of assistance to the affected population through the timely and efficient provision of required information management services.

Core Functions / Responsibilities:

- Development of simple, user-friendly shelter assistance reporting formats in consultation with the local authorities, providers of shelter assistance and other key stakeholders; these reporting formats should include provision for gender desegregation of data and reporting on more vulnerable groups, they should also be complementary to the information collection and reporting systems of other sector working groups;
- Promotion of and training on the use of these reporting tools among shelter assistance providers and other stakeholders;
- Gathering and collation of data on emergency shelter needs and assistance being provided in a timely and efficient manner, including feedback and/or issues raised by the affected population;

- Identification and reporting of any gaps in emergency shelter assistance to the SWG;
- Development and implementation of methods to share this information, as well as broader information on shelter needs and solutions which the SWG wants to develop and/or share, with all concerned stakeholders and the affected population; this information may need to be made available in the local language, as well as English, to the maximum extent possible;
- Coordination with other sector working group information managers to ensure complementarity and cross-sectoral analysis of information on the disaster response.
- Identify and promote the handover of information management services to appropriate Government agencies as appropriate.
- Training and capacity building of national authorities, civil society and humanitarian partners on information management and cluster reporting tools.
- Support the Emergency Shelter Coordinator to coordinate programme implementation, develop appropriate strategies to cover identified needs, and ensure adequate reporting and information sharing.
- Keep supervisor informed about areas of improvement and or issues to be solved
- Any other tasks that may be required (within reason) to achieve the objective of this assignment.

Required Qualifications and Experience

Education

- Master's degree in Humanitarian Assistance, Social Sciences, or a related field from an accredited academic institution; or
- University (Bachelor's) degree, or equivalent, in the above fields with two years of relevant professional experience

Experience

- Experience in programme management, preferably in IM cluster roles ;
- Experience liaising and working with government, local communities, UN and NGO partners;
- Experience in conflict/emergency zones and in working in a high-risk environment;
- Experience in project formulation and implementation at national and international levels;
- Experience in liaising with governmental authorities, and with other national and international institutions;
- Familiarity with the region is an asset.

- Thorough knowledge of MS Excel and MS Access.
- Thorough knowledge of Geographic Information Systems (GIS)

Languages

Fluency in English, Kurdish 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
- 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, adapting wording and style 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

- 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

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/national-information-management-officer-shelter-cluster>

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 10.10.2018 to 24.10.2018