



International Organization for Migration (IOM)  
The UN Migration Agency

## **SPECIAL VACANCY NOTICE**

### **Open to Internal and External Candidates**

Position Title : **Geographic Information System (GIS) Assistant**

Vacancy Number : **IOMRONBO/SVN/004/2023**

Duty Station : **Regional Office, Nairobi, Kenya**

Classification : **General Service Category, Grade G-5**

Type of Appointment : **Special Short-Term Contract, (9 months with possibility of extension)**

Estimated Start Date : **As soon as possible**

Closing Date : **07 August 2023**

The International Organization for Migration (IOM) is the UN Migration Agency. With 174 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government, and civil society to:

1. Assist in meeting the operational challenges of migration and mobility
2. Advance understanding of migration issues
3. Encourage social and economic development through migration; and
4. Uphold the human dignity and well-being of migrants and mobile populations.

IOM is committed to a diverse and inclusive work environment. 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.

IOM's Regional Office for the East and Horn of Africa supports and monitors the following countries: Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, United Republic of Tanzania and Uganda. Through a team of specialists, the Regional Office supports the development, implementation, monitoring, reporting and evaluation of projects and initiatives undertaken by country offices and regional programmes.

Under the overall supervision of the Regional Data Hub Coordinator and direct supervision of the Regional DTM Information Management Officer (IMO), the incumbent will support the Regional Data Hub on the GIS related tasks.

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

In particular he/she will:

1. Produce spatial analysis, maps and related information products from the regional mixed migration data to support the Regional Data Hub activities including support to EU-IOM Joint Initiatives project and Displacement Tracking Matrix (DTM).
2. Assist Regional Data Hub by contributing to the design, development and systematic maintenance of a relevant spatial data infrastructure to facilitate management of the spatial data in the Region.
3. Assist in maintenance of the IOM geo-database at regional level in coordination with the country missions and global DTM GIS team to ensure the geo-database across the Region is accurate, up to date and compatible.
4. Assist harmonizing the spatial data used across the region by supporting the country missions with the standard geographic data and infographic and cartographic features.
5. Assist in ensuring that the standards are followed during the data collection by providing the necessary geographic data such as administrative units and locations
6. Identify needs and advise on GIS/mapping tools and products.
7. Support engagement and liaison with IM/GIS focal points in the country missions to promote coordination and knowledge sharing.
8. Provide technical support and inputs into ongoing information management initiatives and partnerships in the Country Offices and the Regional Data Hub.
9. Perform any other duties as may be required.

## ***Required Qualifications and Experience***

### **Education**

- University degree in geographic information systems, geography, computer science, or in other relevant discipline with minimum three years of experience in GIS field; or,
- Diploma in geographic information system, geography, computer science or other relevant disciplines with minimum five years experiences in GIS field.

### **Experience**

- Detailed knowledge of spatial data management, cartographic design and spatial data visualization and analysis is required
- Experience in the GIS/IM in the context of humanitarian response is preferred

### **Skills**

- Proficiency in MS office, ArcGIS and one or more designing software is required.
- Skills in Python, MS SQL Server and other MS programming tools are an advantage.
- Strong communication, organizational and interpersonal relationship skills;
- Hard working, good team player, dedicated, ability to monitor and follow up on pending matters;
- Ability to meet deadlines and work under pressure with minimum supervision;

### **Languages**

Required: Fluency in English and Kiswahili is required. Working knowledge of French or any other UN Official language is advantageous.

## ***Required Competencies***

The incumbent is expected to demonstrate the following values and competencies:

## Values

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- Integrity and transparency: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

## Core Competencies – behavioural indicators *level 1*

- Teamwork: Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: Continuously seeks to learn, share knowledge and innovate.
- Accountability: Takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.
- Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

## 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.

## How to apply:

Submit cover letter indicating the Position Title & Vacancy Notice Number (VN No.), and CV with telephone and e-mail contacts including 3 Referees (Supervisors) to: IOM, RO Human Resources Department, via e-mail to [ronairobihdrec@iom.int](mailto:ronairobihdrec@iom.int)

Closing Date: 07 August 2023

Only Shortlisted Applicants will be contacted.

## NOTE

**NO FEE: The International Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process, or training). IOM does not concern itself with information on applicants' bank details.**

## Posting period:

From 25.07.2023 to 07.08.2023