



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Senior Database Assistant**
Vacancy No. : **IOMRONBO/VN/028/2023**
Duty Station : **Regional Office, Nairobi, Kenya**
Classification : **General Service Staff, Grade G-6**
Type of Appointment : **One Year Fixed Term Contract (with possibility of extension)**
Estimated Start Date : **As soon as possible**
Closing Date : **July 31, 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 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, 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.

Context:

Established in early 2018 at the Regional Office for East and Horn of Africa, the Regional Data Hub (RDH) aims to support evidence- based strategic and policy level discussion on migration through a combined set of initiatives. These include: strengthening regional primary and secondary data collection and analysis; increasing Information management capacity across countries; providing technical support to ensure harmonization and interoperability of key methodologies used to monitor population mobility; and the engagement of key stakeholders and governmental counterparts in migration dialogue and consultation.

Under the overall supervision of the Regional Data Hub Coordinator, the direct supervision of the Regional DTM Information Management Officer (IMO) and in close coordination with Displacement Tracking Matrix (DTM) regional team, the incumbent will be responsible to support data management initiatives aiming to streamline data management and analyse mixed migration movements, trends, and its characteristics across the region.

Core Functions / Responsibilities:

The Senior Database Assistant will have the following duties and responsibilities:

1. Support the RDH IMO with the technical aspects of regional RDH IM initiatives for establishing and maintaining tools, workflows, and standards for the data sourcing, analysing, and sharing data within in the region and headquarters.
2. Support the RDH IMO to coordinate the development and enhancement of the integrated methodology for data collection and information packaging as required by regional mixed migration and mobility programming.
3. Coordinate the design, mapping, assessment, and monitoring of regional mixed migration data sources and make these available for internal and external reports and publications.
4. Assist in the design of databases and provide maintenance; ensure regular proper data collection for the RDH system.
5. Provide technical assistance with IT-related components of data collection processes and data management activities including encoding, storing, and transferring data as well as processing for data integration and quality control.
6. As part of the EU-OM JI, coordinate the design of software applications to support governmental counterparts to record information on returning migrants, referrals, and service provisions.
7. Provide technical support on the usage of the Migrant Management Operational Systems Application (MiMOSA), including customization of MiMOSA forms to capture project-specific data, and the creation of custom reports to extract data based on specific reporting requirements.
8. Support in the maintenance of a geographical information system (GIS), and GIS/ database integration.
9. Work closely with the DTM regional analysis team to collate regional data sources and contribute to produce regular statistical reports and queries.
10. Develop data sharing tools web-based applications and reporting tools under the guidance of RDH IMO.
11. Prepare and implement proper backup, restore, data validation, and security procedures to ensure data integrity and availability.

12. Support in the creation and maintenance concerning documentation of the RDH data environment.
13. Provide user support, guidelines, training materials and training sessions on the deployment, use, operation and maintenance of databases and data collection systems.
14. Identify and troubleshoot bottlenecks in the process.
15. Undertake duty travel when necessary.
16. Any other duties that might be assigned.

Required Qualifications and Experience

Education

1. University Degree in Computer Science or a related field with at least four years of relevant work experience; Or,
2. High school diploma with at least six years of relevant work experience.

Experience

1. Experience configuring and working with Microsoft Access, SQL Server, and Visual Studio, required.
2. Experience in the development and implementation of ODK or any other mobile data collection tools, required.
3. Working experience with GIS tools including ArcGIS Desktop, Server and Online is desirable.
4. Experience in designing, developing, and managing relational databases is essential.
5. Experience in managing data collection, entry, and maintenance.
6. Experience in the development and implementation of population database systems (e.g., migrant registration, censuses, household surveys);
7. Experience writing technical requirements documents, translating/planning specifications to technical briefs for data capture/analysis, and compiling diverse datasets.
8. Experience working in international organizations and the humanitarian community.
9. Experience in relevant issues such as migration, displacement, and humanitarian assistance would be an asset.

Skills

1. Strong communication, organizational and interpersonal relationship skills.
2. Hard working, good team player, dedicated, ability to monitor and follow up on pending matters.
3. Ability to meet deadlines and work under pressure with minimum supervision;

Languages

Required: For all applicants, fluency in English and Kiswahili is required (oral and written). Working knowledge of French; and/or any other UN Official language is advantageous.

Required Competencies

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

Values - all IOM staff members must abide by and demonstrate these three 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 2*

- 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 ronairobihrdrec@iom.int

Closing Date: 31 July 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: **18.07.2023** to **31.07.2023**