

Call for CVs;

Organization or Agency: International Organization for Migration (IOM)
Position Title: Reporting Officer (DTM)
Organizational Unit: DTM
Duty Station: Erbil - Iraq
Type of Contract: Special Short-Term
Grade: Ungraded International
Duration of Appointment: Six (6) months with the possibility of extension
Closing Date: 11th March 2020
Reference Code: CFCV2020/IRQ/062

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, the internal candidates are considered as first-tier candidates.

Context:

Under the general guidance of the Chief of Mission, overall supervision of the Head, Returns and Recovery Unit, and direct supervision of the DTM Programme Coordinator, the successful candidate is expected to support the production of reports and factsheets of the ongoing and upcoming DTM activities of the DTM team as well as support the design and implementation of DTM projects. The candidate will also be supporting the research unit in the analysis and report writing.

Core Functions / Responsibilities

1. In coordination with the DTM Officer, lead the production – analysis, writing, editing- of timely and efficient DTM reports, factsheets and analysis activities, ideally directly in InDesign format.
2. Conduct geographic and thematic analysis and reports on issues of relevance to the current displacement trends in Iraq
3. Conduct literature/desk reviews, and carry out in-depth data analysis of the datasets collected for research studies
4. Contribute to the report writing, including drafting and editing of research reports as needed.
5. In partnership with the GIS team, develop insightful visualization and maps as well as templates and graphics for reports
6. Support the design of dissemination products such as web-based dashboards for a technical and non-technical audience
7. Support the design of methodology and tools associated with DTM projects. If applicable, manage the planning, implementation, and follow-up of activities conducted in country.
8. Report results of quantitative analyses to be easily understood by a broader not specialized audience;
9. Perform such other duties as may be assigned

Required Qualifications

Education

- Advanced university degree in one or more of the following disciplines: social sciences (geography, anthropology, development studies) or statistics with two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience

Experience & Skills

- Relevant working experience in humanitarian settings
- Excellent communication and drafting skills for effective reporting.
- Excellent writing skills and strong analytical skills and creative thinking
- Experience working in multicultural environments and in teams
- Experience working with adobe creative cloud applications (InDesign, Illustrator etc.) is a strong asset
- Knowledge of statistics, survey and assessment methodologies is an asset

Languages

- Fluency in English is required.
- Working knowledge of Arabic and/or Kurdish is an advantage

Behavioral Competencies

- Accountability – takes responsibility for action and manages constructive criticisms.
- Client Orientation – works effectively well with client and stakeholders.
- Continuous Learning – promotes continuous learning for self and others.
- Communication – listens and communicates clearly, adapting delivery to the audience.
- Creativity and Initiative – actively seeks new ways of improving programmes or services.
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders.
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility.
- Professionalism - displays mastery of subject matter.
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions.
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse

IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).

How to apply:

Interested candidates are invited to submit their applications via a link:

<https://iraq.iom.int/jobs/reporting-officer-dtm>

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: 26.02.2020 to 11.03.2020