



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Information Management Assistant**  
Organizational Unit: **Returns and Recovery Unit**  
Duty Station: **Baiji, Salah Al Din - Iraq**  
Type of Contract: **Sub-Contracting (Stars & Orbit)**  
Grade: **Equivalent to G4**  
Duration of Appointment: **Six (6) months with the possibility of extension**  
Closing Date: **February 25, 2019**  
Reference Code: **SVN2019/IRQ/021**

*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 Senior Emergency Coordinator/Head of Programmes and the Head of Returns, and Recovery Unit, the administrative supervision of HoSO and the technical/functional supervision of CRC Project Officer, the Information Management Assistant (IMA) will perform the following duties:

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

1. Support CRC in collecting and ensuring information is up-to-date;
  - Collect and maintain CRC Information Platform with relevant and up-to-date information;
  - Support in maintaining incidents and other databases as necessary;
  - Develop mapping of services and analyzes results from mapping exercise;
  - Assist in the preparation of meeting minutes, presentations, working papers and tables for briefing and review sessions;
  - Produce various information products as required;
  - Supports CRC Administrator in preparing annual reports, work plans, financial expenditure reports etc.
  
2. Support CRC in networking with partners;
  - Develop and maintain the network of partners to gather, maintain and produce wide range of information products;
  - Facilitate the meetings with partners relating to CRC Meetings or, any other related activities.
  - Support data needs through providing data using and mapping.

3. Assist in design, develop and maintain databases;
  - Assists GIS/IM Officer in designing and developing database management systems, monitoring tools and data collection tools/templates
  - Maintain various databases such as Who is Doing What Where(3W), service mapping, Reports and other relevant databases as required; and
  - Promote Data Readiness and Common Data Repository.
  
4. Facilitation of knowledge building and knowledge sharing;
  - Conduct Database and CRC Information Platform when necessary to relevant staff;
  - Meeting regularly with other IMs,
  - Assist in Identification of sources of information and trends related to CRC coordination including identification of knowledge networks and communities of practice.
  
5. Any other activity as reasonably requested by the supervisor;
  - Undertake other duties that may be required by the Head of Office, the GIS/IM Officer or CRC Administrator;
  - Participates in existing Assessment Working Group (AWG) and Clusters coordination forums at the governorate level; and
  - Participate to field mission and act as translator, whenever necessary.

### **Qualifications**

#### **Education:**

- Bachelor's Degree in Information Technology/Computer Sciences or relevant field.

#### **Experience & Skills:**

- Bachelor's degree with 2 years' work experience in relevant field;
- Strong computer skills – basic web design and database management, experience of GIS software would be an advantage.
- Strong command of Microsoft package, particularly Excel
- Previous experience in IM in a will be an advantage
- Experience in communicating and working with a wide range of actors, including people of culturally diverse backgrounds, government and authorities, humanitarian actors (UN agencies and NGOs).
- Experience working in development or humanitarian programming (specifically in International or National NGO/UN) is an asset
- Reliable, efficiency, high level of professionalism, organizational skills and ability to work under pressure and adhere to strict deadlines.
- Ability to prepare clear and concise reports.
- Ability and motivation to travel to communities within governorate on a daily is a must

- Must be from / live in governorate of operation

**Language:**

- Excellent command of English and Arabic are required;
- Any other language is an asset.

**How to apply:**

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

<http://www.iomiraq.net/vacancies/information-management-assistant-9>

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: 18.02.2019 to 25.02.2019