



IOM International Organization for Migration

## Open to Internal and External Candidates

Position Title : **Information Management Assistant**  
Duty Station : **Boa Vista, Brazil**  
Classification : **National Staff – Ungraded**  
Type of Appointment : **Special Short Term, 3 months, with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **22 March 2023**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN Agency in the field of migration, 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.

### ***Context***

The International Organization for Migration in Brazil is implementing various projects addressing the protection, assistance, and integration needs of migrants, refugees and other vulnerable populations in the Northern Region, within the framework of the humanitarian response for Venezuelans (“Operation Welcome”). IOM recognizes the importance of Information Management on activities and results in an effective and timely manner, as part of results-based programming, with the aim to inform strategic decision-making, support project development, and ensure accountability to affected populations, donors, and governments.

Under the direct supervision of the Information Management Coordinator and overall supervision of the Senior Emergency Coordinator in the Boa Vista office; and in close coordination with the Information Management Unit in IOM Brazil’s head office; the successful candidate will provide general support to colleagues in the areas of project development, monitoring, and information management.

In particular, she/he will perform the following duties:

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

1. Work in close collaboration with the National Information management to coordinate IOM’s activities on IM
2. Contribute to the overall supervision of the Information Management (IM) team, particularly on data collection processes and data management activities including entry, encoding, and storing
3. Contribute to the implementation of integrated mechanisms for data gathering and information management across all activities related to the emergency response; as well as other projects implemented in the Northern region, ensuring that accurate and reliable data is collected, stored, and submitted in a timely manner to be further processed in Brasília.

4. Support the development of methodologies and tools for data collection and analysis that contribute to the program's information management.
5. Provide user support on information management tools, templates, and SOPs to improve local data collection, monitoring and reporting capacities, including post-distribution and satisfaction surveys.
6. Assist the IM team in collecting, managing, and reviewing relevant data, ensuring it is collected in an accurate and timely manner, in line with IOM's policies and standards.
7. Support the implementation of other IM activities as needed, including the preparation of IOM Displacement Tracking Matrix (DTM) reports and site profiles, in coordination with relevant internal and external stakeholders.
8. Participate and represent IOM in Information Management Working Groups and other relevant working groups at the local and national level and responsible for liaising with Operation Welcome stakeholders and relevant partners.
9. Support the development of training programs to support the information management of key program counterparts.
10. Work in close collaboration with other IOM units and regularly meet with Project Coordinators and IM focal points, to exchange knowledge, provide technical assistance and ensure active collaboration for monitoring and reporting purposes.
11. Undertake site visits and duty travel as required.
12. Perform such other duties as may be assigned.

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

#### **Education**

- University degree in Software Engineering, Computer Science, Software Development or Social sciences, business administration, international relations, or a related field, from an accredited academic institution with 2 years of relevant professional experience; or
- Master's degree in the above-mentioned fields with 1 year of relevant professional experience.

#### **Experience**

- Minimum 2 years of experience in PHP software development.
- Minimum 5 years of practical experience in systems development, database and / or support of corporate systems.
- Experience in research, monitoring, data collection, and reporting activities.
- Experience in working with migrants, refugees, internally displaced persons, and other vulnerable groups is an advantage
- Attention to detail and ability to organize and work against tight deadlines.
- Strong interpersonal and communication skills.
- A good command of MS Office, in particular Excel, is required. Knowledge of data collection software such as Power BI, Kobo Toolbox or equivalent is required.

#### ***Languages***

- Required: English (Intermediary). Working knowledge of Portuguese and/or Spanish is an advantage.

## *Competencies*

The selected candidate is expected to demonstrate the following competencies:

### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

### **Core Competencies**

- 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.

### *Notes*

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

### *Applications*

Interested candidates should send a Curriculum Vitae in English to [iombrazil@iom.int](mailto:iombrazil@iom.int) by 22 March 2023, with the subject: **Application: Information Management Assistant (Boa Vista)**.