



Open to internal and external candidates

CALL FOR APPLICATION (2024-190)

Position Title	: Information Management Clerk
Duty Station	: Manaus, Brazil
Classification	: National Staff
Type of Appointment	: Special Short-Term Ungraded
Estimated Start Date	: As soon as possible
Closing Date	: 01 September 2024

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, inter-governmental and non-governmental partners. With 175 member states, a further 8 states holding observer status and offices in over 100 countries, IOM, the UN Migration Agency, 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. Brazil is a Member State of IOM since 2004.

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

In particular, this person will perform the following duties:

Responsibilities and Accountabilities

- Support the Information Management (IM) team in the supervision of the data collection processes and the overall data management activities including entry,

Organização Internacional para as Migrações (OIM)

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encoding, and storing.

- Facilitate communication and information exchange between IOM field teams and office teams in Boa Vista, Manaus and Pacaraima involved in data collection and reporting.
- Assist in 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.
- Identify gaps on data and information relevant to the emergency response operation and contribute to the preparation of project proposals aiming to address such needs.
- 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.
- Support the implementation of other IM activities as needed, including the preparation of DTM reports and site profiles, in coordination with relevant internal and external stakeholders.
- 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.
- Participate in Information Management Working Groups and other relevant working groups at the local and national level, while supporting in liaising with external partners in relation to information management needs and coordination.
- Support the office's periodic reporting processes, including the preparation of project reports, weekly and monthly SitReps, infosheets, minutes of meetings, among other.
- Regularly liaise with Project Coordinators, internal and external IM/M&E focal points, and other relevant stakeholders to exchange knowledge, provide technical assistance and ensure active collaboration for monitoring and reporting purposes.
- Participate in relevant meetings and capacity building trainings organized by IOM.
- Perform such other duties as may be assigned.

Required Qualifications and Experience

EDUCATION

- University degree in social sciences, business administration, international relations, Geography, information technology or a related field from an accredited academic institution or University on going with at least 1 year of relevant experience.

EXPERIENCE

- Previous experience with research, monitoring, data collection, and reporting activities is required. Other relevant experience in information management, monitoring and evaluation, and project management would be an advantage.
- Previous working experience in an international or national development or humanitarian organization or a non-governmental organization would be an advantage.

SKILLS

- Strong problem-solving and analytical skills, with a proactive attitude.
- Excellent interpersonal skills and demonstrated ability to work as part of a team.
- Attention to detail and ability to organize and work against tight deadlines.
- 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 desirable.

Languages

IOM's official languages are English, French, and Spanish.

REQUIRED

For this position, fluency in Portuguese and advanced English is required (oral and written).

DESIRABLE

Working knowledge of Spanish.

Competencies

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

VALUES – All IOM staff members must abide by and demonstrate these five 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 – Behavioral 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.

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.

How to apply

Interested candidates should apply through the following link until September 01, 2024:

[PHF IOM BRAZIL](#)

Only shortlisted candidates will be contacted.

Posting period

From 21.AUG.2024 to 01.SEP.2024