



## Special Vacancy Notice 2022-48

### Open to Internal and External Candidates

Position Title : **Project Coordinator (Displacement Tracking Matrix)**  
Duty Station : **Budapest, Hungary**  
Classification : **G7**

Type of Appointment : **Special Short Term (SST), until 31 March 2023, with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **29 November**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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.

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.

#### **Context:**

Under the direct supervision of the Emergency Response Programme Manager and the overall guidance of the Head of Office, and in close coordination with the Regional Office (RO) in Brussels Vienna and IOM's Displacement Tracking Matrix (DTM) Global support team in IOM Headquarters (HQ), the incumbent will be responsible for implementation of IOM DTM activities in the framework of the overall IOM Hungary's response.

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

1. Support the Emergency Response Programme Manager in the overall planning, implementation, and monitoring of DTM activities.
2. Lead implementation of DTM components, including flow monitoring, mobility tracking, site assessments, surveys, and other data collection activities to ensure outputs are produced efficiently and in a timely way.

3. Develop and revise population tracking methodologies to accurately capture movement trends.
4. Develop data collection tools, databases, maps and reports.
5. Conduct data clearance, processing and analysis to produce DTM reports and disseminate findings.
6. Ensure that data collection, storage, analysis, and dissemination are in line with IOM's data protection principles.
7. Monitor DTM activities and trends, to identify new settings and partnerships for data collection.
8. Organize and provide training for the DTM enumerators on relevant methods of data collection, definitions, and trends.
9. Supervise and monitor the data collection activities conducted by the DTM Enumerators, including field work at land border crossing points, such as Záhony – Szabolcs-Szatmár-Bereg County.
10. Undertake duty travel pertinent to the DTM activities.
11. Liaise with authorities and the RO to facilitate and implement DTM activities.
12. Perform such other duties as may be assigned. .

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

#### **Education**

- Bachelor's degree from an accredited academic institution, preferably in Political or Social Sciences, Computer Science, Statistics and/or related field with five years of relevant professional work experience; or High School degree in one of the aforementioned fields with seven years of relevant work experience.

#### **Experience**

- Experience in project management, coordination, and implementation.
- Previous experience in reporting and data analysis, possibly in emergency contexts;
- Experience in data collection, research, and report writing;
- Experience working in international organizations and the humanitarian community;

- Experience in relevant issues such as migration, displacement, and humanitarian assistance.
- Numerical skills and experience in data analysis and data visualization.
- Experience writing technical requirements documents, translating/planning specifications to technical briefs for data capture/analysis, and compiling diverse datasets
- Familiarity with mobile data collection technologies and GPS is an asset

## **Skills**

- Demonstrated ability to supervise and manage staff at an operational level in humanitarian emergencies;
- Ability to write and speak clearly and concisely in English
- Strong computer background, including experience with relational databases, Microsoft applications, spreadsheets, and word processing; Advance knowledge of Excel, Word, Adobe Suite.

Proven high-level representation skills, such as speaking at meetings and providing situational analysis.

## **Languages**

- Fluency in English and Hungarian
- Knowledge of Ukrainian or Russian is a strong advantage.

## **Required Competencies**

The incumbent is expected to demonstrate the following values and 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 – 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

### **Managerial Competencies** – behavioural indicators *level 2*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

### **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.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Hungary will be eligible for consideration.

As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

### **How to apply:**

All applications consisting of the CV and a motivation letter in English should be addressed to [iombudapesthr@iom.int](mailto:iombudapesthr@iom.int) quoting the above vacancy notice number.

**Closing date: 23:59 (local time in Hungary), xx 2022.**

No late applications will be accepted.

IOM only accepts duly completed applications.

Only shortlisted candidates will be contacted.

***Posting period:***

From xx to xx