



## **Call for Applications**

Position Title :	<b>Information Management and Reporting</b>
Duty Station :	<b>Budapest, Hungary</b>
Type of Appointment :	<b>Consultancy</b>
Duration of Consultancy :	<b>3 months, with possibility of extension</b>
Estimated Start Date :	<b>As soon as possible</b>
Closing Date for Application :	<b>10<sup>th</sup> May 2023</b>
Reference Code :	<b>CFA 2023_03</b>

### **1. Context and Scope:**

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.

Under the direct supervision of the Programme manager – Ukraine response incumbent will be leading the Information Management initiatives aiming to streamline data management support.

### **2. Nature of Consultancy**

Assesment of IM needs and design of tailored tools for Programme Monitoring and reporting activities, data collection and analysis and reporting within the framework of the Ukraine emergency response.

### **3. Organizational Department / Unit to which the Consultant is contributing:**

Emergency reponse

### **4. Tasks to be performed under this contract**

- Support and provide technical guidance to programme units with data verification, perform data quality checks, data cleaning and analysis.
- Development of the methodology and design of the various data collecton exercises. Developing Kobo/ODK/MSforms tools.
- Collect, consolidate and analyse data for the internal and external reports.
- Design and maintain monitoring and reporting tools, work with the project staff to monitor relevant context related indicators relevant for the Emergency response operations.
- Support Programme Manager with accurate and up to date reporting figures.

- Design one pagers, reports, presentations.
- Perform such other duties as may be assigned.

#### 5. **Performance indicators for the evaluation of results**

- Quality of tools and surveys developed (from 1 to 5 where 1 is the lowest and 5 the highest);
- Quality and accuracy of data provided (from 1 to 5 where 1 is the lowest and 5 the highest);
- Professionalism of communication with IOM teams (from 1 to 5 where 1 is the lowest and 5 the highest).

#### 8. **Education, Experience and/or skills required**

##### **Education**

- High school diploma/certificate with one years of relevant work experience  
OR
- Bachelor's Degree (degree in social sciences, law, or international relations/development would be an advantage).

##### **Experience**

- Experience with data collection and analysis.
- Knowledge of the ODK platforms, specifically KoBo is an advantage.
- Knowledge of the relational databases, SQL is an advantage.
- Professional work experience with United Nations Agency, International Organization and Non-Governmental Organisations (NGOs) dealing with migrants or refugees would be a strong advantage;

##### **Languages**

- Fluency in English.

#### 6. **Travel required**

- Occasional travel may be required.

#### 7. **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

- **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**

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.

### **How to apply:**

Interested candidates are invited to submit their CV in English via e-mail at IOMBudapestHR@iom.int.

**The reference code CFA 2023\_03 must be clearly indicated in the e-mail subject otherwise the application will not be correctly routed.**

Internal candidates with the required qualifications are invited to submit the internal application form in English at the above e-mail address.

<p><i>Candidates who do not possess the above requested qualifications will not be taken into consideration. Only shortlisted candidates will be contacted for an interview, soon after the closing of the Vacancy.</i></p>
---

### **Posting period:**

From 04 May to 10 May 2023.