



Call for Applications

Position Title : **Data Collector DTM / M&E**
Duty Station : **Budapest, Hungary**
Type of Appointment : **Consultancy**
Duration of Consultancy : **3 months, with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date for Application : **CFA 2023_04**

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 overall supervision of the Programme manager – Ukraine response and the direct supervision of the Displacement Tracking Matrix (DTM) Project Coordinator, the incumbent will be responsible for conducting interviews with arrivals from Ukraine in Budapest. As well as perform data collection for Monitoring and Evaluation exercises within the Ukraine emergency response.

2. Nature of Consultancy

- Conducting interviews and data collection activities within the Ukraine emergency response.

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

- The Displacement Tracking Matrix

4. Tasks to be performed under this contract

- Conduct quantitative and qualitative data collection
- Identify people in need of assistance and provide referrals
- Provide information on relevant IOM services, referrals
- Submit timely reports about evolving movements, trends and dynamics.
- Respect deadlines and ensure the accuracy of the survey data submitted.
- Ensure that all data collection is in line with IOM's data protection principles.
- Perform other duties as may be assigned.

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

- Successful conduct of interviews with arrivals from Ukraine.
- Quality and accuracy of data submitted (from 1 to 5 where 1 is the lowest and 5 the highest);
- Professionalism of communication with IOM DTM team (from 1 to 5 where 1 is the lowest and 5 the highest).

6. **Education, Experience and/or skills required**

Education

- High school diploma

Experience

- Experience in conducting data collection and interviews is an advantage.
- Previous experience with international organizations, NGOs and/or EU Agencies would be an asset

Languages

- Fluency in Ukrainian is required and working knowledge of English.

7. **Travel required**

- Frequent travel required between the following land border crossing points: : Záhony, Lónya, Barabás, Beregsurány or Tiszabecs, as well as potentially to Country Office in Budapest.

8. **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_04 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.

*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.*

Posting period:

From 04 May to 10 May 2023.