



IOM International Organization for Migration

Special Vacancy Notice 2022-11

Open to Internal and External Candidates

Position Title : **Information Management- Senior Project Assistant**
Duty Station : **Budapest, Hungary**
Classification : **Ungraded**
Type of Appointment : **Special Short Term (SST), 6 months, with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **Open- ended**

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 Displacement Tracking Matrix (DTM) Senior Project Assistant, the overall supervision of IOM Hungary Head of Office, and in close coordination with the Regional Office (RO) in Brussels, IOM's Displacement Tracking Matrix (DTM) Global support team in IOM HQ and, the incumbent will be responsible for support the implementation of IOM DTM activities in the framework of the overall IOM Hungary's response.

Core Functions / Responsibilities:

1. Assist in design, development and maintenance of databases and data collection for IOM Hungary.
2. Support DTM Senior Project Assistant in developing data collection tools, databases, statistical reports and maps
3. Support in developing data collection tools using but not limited to the Open Data Kit (ODK) set of tools.
4. Develop SQL queries, functions, scripts and stored procedures to process data
5. Assist in quality control and data retrieval mechanisms
6. Develop maps of displacement and mobility trends from DTM and partner data

7. Prepare and develop analytical tools and reports for displacement trends, migration analysis, needs assessment and programme activities using the various program databases
8. Provide user support, guidelines/training materials and training to program staff, implementing partners and relevant government institutions in relation to data collection and processing systems
9. Respect IOM's Data Protection Principles
10. Perform such other duties as maybe required.

Required Qualifications and Experience

Education

- Bachelor's degree from an accredited academic institution in Computer Science, IT or similar academic field with three years of relevant professional work experience;
- or
- High school degree in one of the aforementioned fields with five years of relevant work experience.

Experience

- Experience in Database Management and GIS Mapping
- Experience with International Organizations, INGO an advantage.
- Experience in relevant issues such as migration, displacement, and humanitarian assistance is an asset.

Skills

- Demonstrated proficiency with Microsoft Office package.
- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work
- Practical knowledge of website and social media content development and management is an advantage.
- Strong organizational, and communication skills.
- Ability to work independently against tight deadlines.
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization, and in particular familiarity with migration issues in Europe and Hungary is required.
- Knowledge of social and development issues is required.

Language skills

- Fluency (oral and written) in English and Hungarian is required.
- Hungarian would be considered as distinct advantage.
- Ukrainian/ Russian or any other IOM official language would be considered as advantageous.

Required Competencies

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

Values - all IOM staff members must abide by and demonstrate these three 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 1

- **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.

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 quoting the above vacancy notice number.

Closing date: Open-ended.

No late applications will be accepted.

IOM only accepts duly completed applications.

Only shortlisted candidates will be contacted.

Posting period:

From 04.04.2022 to Open-ended.

“IOM offers a competitive salary with an excellent health insurance plan, and 2.5 days paid vacation for every full month of service”