

Position Title : **Senior Information Management Officer**
Duty Station : **Panama City, Panama**
Classification : **Professional Staff, Grade P4**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **24 August 2020**

THE POSTING HAS BEEN ALREADY CLOSED. PLEASE DO NOT APPLY.

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.

IOM is committed to a diverse and inclusive work environment. Read more about diversity and inclusion at IOM at www.iom.int/diversity.

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. External female candidates:
3. Candidate from the following non-represented member states:
Antigua and Barbuda; Cabo Verde; Comoros; Cook Islands; Cuba; Djibouti; Fiji; Gabon; Grenada; Guinea-Bissau; Guyana; Holy See; Iceland; Kingdom of Eswatini; Kiribati; Lao People's Democratic Republic (the); Latvia; Marshall Islands; Micronesia (Federated States of); Montenegro; Namibia; Nauru; Palau; Papua New Guinea; Saint Kitts and Nevis; Saint Lucia; Saint Vincent and the Grenadines; Samoa; Sao Tome and Principe; Seychelles; Solomon Islands; Suriname; The Bahamas; Timor-Leste; Tonga; Tuvalu; Vanuatu

Second tier candidates include:

All external candidates, except candidates from non-represented member states of IOM and female candidates.

Context:

Established in 1951, IOM is leading inter-governmental organization providing services to governments and migrants in the field of migration. With 172-member states, a further 8 states holding observer status and offices in over 100 countries, 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.

As of July 2020, the Regional Interagency Coordination Platform for Refugees and Migrants from Venezuela (RV4) estimated that more than 5,1 million refugees and migrants were outside

of Venezuela, with the vast majority being in Latin America and the Caribbean. Many of them are in situations of extreme vulnerability which highlights the need to increase the international commitment and solidarity in support of plans to respond to concerned governments, addressing the more urgent humanitarian, protection, and integration needs. On 12 April 2018, the UN Secretary-General, had tasked United Nations High Commissioner for Refugees (UNHCR) and IOM to lead and coordinate the response at the regional level. On 28 May 2018, the IOM Director General, and the High Commissioner for Refugees, sent to the Secretary General a joint letter informing him of the establishment by the two agencies of an inclusive, overarching Regional Inter-Agency Platform to steer the response to the Venezuelan refugees and migrants.

As of July 2020, the Platform brought together a total of 151 member organizations which have agreed to work together under the framework of the Regional Refugee and Migrant Response Plan (RMRP) which stipulates needs of 1,41 billion USD for 2020 alone. The requirements for robust information management, including the transparent monitoring and guidance to a diversity of actors has significantly grown over time.

Under the overall supervision of the Director General's Special Envoy for the Regional Response to the Venezuela Situation and the direct supervision of the Head of Interagency Unit management of the IOM's Information Management platform team, the successful candidate will be responsible and accountable for leading the IM strategy of the R4V Platform for refugees and migrants from Venezuela.

Core Functions / Responsibilities:

1. Lead the development of effective information management workflows and reporting tools in relation to implement the RMRP monitoring process for the Regional Coordination Platform.
2. Represent IOM in all relevant forums related to information management and monitoring of Platform activities. Co-lead with UNHCR the Regional Platform Information Management Working Group (IMWG) promoting active participation of the 151 members of the regional platform. Provide strategic and technical advice and promoting data and information standards and enhance joint information management, analysis and shared situational awareness.
3. In close coordination with UNHCR as co-lead of the R4V Platform, develop and oversee the information management strategy at regional level to get minimum standards for harmonization of IM processes for the RMRP and provide consistent guidance for the eight national and sub-regional platforms and the 17 countries involved in the refugee and migrant response.
4. Coordinate and review country-based information to ensure consistency and coherence across countries in the region, including by assisting country-based information management staff in identifying, collecting and providing relevant data to the Regional Platform, to national partners, and relevant information management products including the R4V Web Portal.
5. Plan, design, enhance and implement an integrated methodology for data collection and information management across all Regional, Sub-regional and National Coordination Platform activities to ensure accurate and reliable data is collected, stored, and submitted in a timely manner for further processing.
6. Provide Information Management services to support population data management activities including population estimation, information flows from established systems, movement tracking, standard setting/promotion, and dissemination.
7. Coordinate and provide expert support and guidance to the sub-regional and national platform Coordinators, IMOs and Reporting Officers with information management. Analyze population projections, joint needs assessments, budget requirement, People in Need (PiN) and target figures, as well as reporting mechanism aligned with regional platform requirements.

8. Provide leadership for and manage a team of staff working on analysis, information management and reporting relating to the humanitarian situation in the region.
9. Work with partners to develop and maintain a common understanding of the humanitarian situation based on analysis of a wide range of subjects (i.e. humanitarian, political, economic, cultural, sociological, demographic, etc.), and supports and contributes to inter-agency needs assessments and analysis.
10. Drive situational awareness and advocacy within the region through the creation bespoke analysis, development of issue specific products and mobilization of interagency peers around priority issues and themes of the Venezuelan Refugee and Migrant regional response.
11. Lead and provide expert support to key areas of data collection processes and overall data management activities including encoding, storing, and transferring data as well as processing. Analyze data and information collected locally.
12. Promote at regional level the collection of secondary data sources such as organizational reports, government reports, media articles, academic articles etc. related to the situation of migrants and refugees from Venezuela and host communities for all the different sectors and all geographical locations where these migrants and refugees are located. Identify the needs and gaps in information. Summarize the key needs and vulnerable population groups as well as the information gaps in terms of locations and specific population groups.
13. Assists regional platform member in capacity-building for handling emergency situations; develops regional-specific indicators in collaboration with area experts and ensures the subsequent monitoring of these indicators; recommends actions based on the analysis of pertinent information.
14. Keep abreast of IOM data protection policy, data governance standard, data security standard, ITC standard, and best practices and lessons learned on ethical data collection, data used and sharing and dissemination.
15. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Information Management, Computer Science, Geographic Information Systems, Statistics, or a related field from an accredited academic institution with seven years of relevant professional experience; or
- University degree in the above fields with nine years of relevant professional experience.

Experience

- Demonstrated experience in coordination and information management in both development and humanitarian sectors at the international level;
- Experience building and maintaining strategic and operational partnerships with key stakeholders including State actors, other UN and intergovernmental agencies, civil society actors, private sector, financial service providers, and development actors;
- Proven experience with strategic planning approaches, information / data analysis and report writing;
- Experience in management of work teams;
- Knowledge or experience of regional issues an advantage;
- Work experience in donor relations and report writing for specific donors of IOM's interest would be an advantage;

- Experience managing common operational datasets.

Skills

- Solid analytical and drafting skills;
- Excellent internal and external communication skills; and,
- Knowledge of the Cluster system and/or similar experience in migrant protection work.

Languages

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

For this position, fluency in English and Spanish is required (oral and written). Knowledge of Portuguese and/ or French is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Notes

¹ Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Required 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 3

- **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 3

- **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.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

Other:

Internationally recruited professional staff are required to be mobile.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

This selection process may be used to staff similar positions in various duty stations. Recommended candidates endorsed by the Appointments and Postings Board will remain eligible to be appointed in a similar position for a period of 24 months.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 24 August 2020 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: www.iom.int/recruitment

Posting period:

From 11.08.2020 to 24.08.2020

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Requisition: VN 2020 159 Senior Information Management Officer (P4) Panama City, Panama (56552383) Released

Posting: Posting NC56552384 (56552384) Released