



International Organization for Migration (IOM)
The UN Migration Agency

SPECIAL VACANCY NOTICE SVN-2024-082GT

Open to Internal and External Candidates

Position Title : **Information Management National Officer**
Duty Station : **Guatemala City, Guatemala**
Classification : **NO-A (1 position)**
Type of Appointment : **Special Short Term, 6 months with the possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **April 26, 2024**
Reference code : **SVN-2024-082GT**

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 environment. Applications from qualified female candidates are especially encouraged.
For the purpose of the vacancy **internal candidates** are considered as First-Tier candidates:

Organizational Context and Scope

The incumbent will operate (i) under the overall supervision of the Chief of Mission for Guatemala, (ii) the direct supervision of the Head of Programmes of IOM Guatemala, (iii) in close coordination with the IRM Chief of Party, and (iv) in coordination with the Subregional Information Management Officer for the IRM Programme, these last two based in El Salvador. The successful candidate will be responsible for the implementation of Data Collection and Information Management (IM) activities to support the IOM Guatemala Mission and the IRM programme most specifically, as well as to support initiatives on internal displacement, migration, development in close coordination with the Displacement Tracking Matrix (DTM) Unit at the Regional Office.

Core Functions / Responsibilities:

- Coordinate the design and implementation of Displacement Tracking Matrix (DTM) activities in Guatemala to facilitate timely information on human mobility through a solid methodological framework, supervision of field teams (10-12 persons), coherence with Global DTM standards and close coordination with the DTM Unit at the Headquarters (HQ).

- Provide technical guidance to facilitate the effective collection and use of information humanitarian emergencies (including sitreps, information systems, surveys, etc.) in order to support evidence-based decision making based on humanitarian principles.
- Conduct analysis and research on Internal Displacement (IDPs), in close coordination with IOM's initiatives at the global and regional level, to support the availability of reliable data in the region.
- Coordinate data collection activities as needed, (including sampling, survey design, field teams training and supervision, etc.) such as household and individual surveys, in order to ensure reliable data is generated through a solid methodological framework.
- Supervise volunteers, and non-staff personnel, as required, in order to ensure adequate performance by developing terms of reference, maintaining follow-up meetings and reviewing outputs.
- Conduct in depth analysis on human mobility and development to foster migration data availability in the region to contribute with evidence-based decision making for public policy.
- Generate specific information products for the Information Management Unit to be utilized in donor/stakeholder briefings, project proposals, and contractual and/or ad-hoc reports. These products include infographics, dashboards, maps, reports, etc.
- Update on a regular basis the Information Management Unit in the region carrying out appropriate data validation, back-up, and data protection procedures.
- Design effective information management workflows and reporting tools to support Monitoring, Evaluation, and Reporting according to donor regulations and obligations ensuring coherence with the approved workplan.
- Support projects and units in Guatemala to produce robust information across the Mission by providing technical assistance on data collection and management activities.
- Participate in working groups, meetings, presentations, etc. for UN, donors, government counterparts and relevant stakeholders, as needed, as well as to provide support to IOM's mission with CCCM responsibilities.
- Develop and conduct trainings to key personnel and government stakeholders in the region on data management and research, data protection principles and guidelines, emergency response, among others. to improve their skills and knowledge on relevant human mobility topics.
- Support the preparation of both IOM's and inter-agency concept notes and proposals for potential donors and funding opportunities in organizational areas of interest, as needed, facilitating the incorporation of cross-cutting themes (i.e. gender, protection, etc.) in line with IOM's Project Handbook.
- Support financial planning and budgeting for the Information Unit activities in the region to support the mission in coordination with the Project Manager and relevant units.

Required Qualifications and Experience

Education

- University degree in economics, statistics, public policy or a related field from an accredited academic institution with two years of relevant professional experience; or an equivalent combination of education, training & experience.

Experience

- Experience in information management including data collection, processing, and analysis.
- Experience in Displacement Tracking Matrix (DTM) activities in Emergency Response context.

- Experience in the development of information products related to vulnerable populations for diverse audiences.
- Experience working with large data sets.
- Research experience in the fields of population studies, early childhood development, migration, refugees/IDPs; including field experience in quantitative studies coordination and implementation.
- Experience in consultancies, including the development of terms of references, follow up, activities implementation, information product review, etc.
- Experience in information management activities, including data collection, processing, analysis, and content development in the context of emergency response and humanitarian assistance.
- Experience in the design and implementation of surveys and questionnaires, including the supervision of interviewers and cartographers.
- Experience in the development of DTM and/or emergency reports within a short period of time.
- Experience in the supervision of field teams, including payroll of large surveyors' teams.
- Experience in project proposal design and implementation is a plus.
- Experience in financial planning and budgeting is plus.

Skills

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization such as Internal Displacement, Reintegration, among others.
- In depth Knowledge of the Cluster Approach for Humanitarian and Emergency Response, especially the Camp Coordination and Camp Management (CCCM) Cluster.
- In depth knowledge of the Sphere Handbook for Humanitarian and Emergency Response.
- In depth knowledge of Data Protection Principles, knowledge of IOM's Data Protection Guidelines is a plus.
- Knowledge of UN and bilateral donor programming.
- Knowledge of Agenda 2030 and the Sustainable Development Goals
- Knowledge of statistical software such as R Software, SPSS, PSPP, SAS and/or Stata.
- Knowledge of Geographical Information Systems (GIS) is a plus.
- Excellent written and oral English communication skills, with focus on research papers and descriptive reports for diverse audiences.
- Demonstrated team-building skills.
- Participation in international programs on irregular migration, such as trafficking in persons, smuggling, among others is a plus.

Languages

Required

Fluency in Spanish (oral and written), Working knowledge of English (oral and written).

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: maintain 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.
- Resource Mobilization: Establishes realistic resource requirements to meet IOM needs

Core Competencies

- 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

- 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 leadership and professional potential.
- Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.
- Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.
- Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- Humility: Leads with humility and shows openness to acknowledging own shortcomings.

How to apply:

Internal and External Candidates:

To apply for this position please send the following documents in one email to the following address: recruitment-gt@iom.int

1. External candidates: Curriculum vitae (only PDF format accepted)
2. Internal Candidates: Personal History Form (PHF) generado desde PRISM Applets
3. Internal and External Candidates: Motivation letter (only PDF format accepted).
4. Internal candidates **MUST** submit the application from their institutional email.
5. Email title **MUST** contain only the position reference code: **SVN-2024-082GT**
6. The attachment must not be larger than 2MB.

Only shortlisted candidates will be contacted.

Deadline to apply for this vacancy is **April 26, 2024, at 18:00 hrs.**

Important notes:

- Only applications that comply with the required profile Will be considered.
- Applications received after the deadline will not be considered.
- This vacancy is only opened to Guatemalan citizens or foreign citizens who are legally authorized to work in the country.
- Failure to comply with the instructions in this publication will immediately disqualify the application.
- Only shortlisted candidates will be contacted.

More information about the UN salary scale: [UN - Salary Scale](#)

Posting period: From 12.04.2024 to 26.04.2024