



Vacancy Notice

Open to Internal and External Candidates

Vacancy Number : **UA90VN/2024/03**
Position Title : **Project Associate (Data Integrity)**
Duty Station : **Ukraine Sub - Office in Warsaw, Poland**
Classification : **General Service Staff, Grade G7 ([UN Salary Scale](#))**
Type of Appointment : **One-Year Fixed Term, with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **02 February 2024**

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. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and uphold the human dignity and well-being of migrants.

IOM is committed to a diverse and inclusive work environment. Internal candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

The United States Refugee Admissions Program (USRAP) operates world-wide with a target of providing resettlement opportunities to thousands of individuals each year. IOM provides a range of services and support to the USRAP including, but not limited to, case processing, migration health assessments, cultural orientation training, organized transportation and administration of a travel loan and collections program. The Department of Operations and Emergencies (DOE), specifically the Resettlement and Movement Division (RMM), has the organizational responsibility to provide direction, oversight, and guidance to IOM's global support to all resettlement programs.

Under the overall supervision of the **Deputy Project Manager, Case Management and Data Integrity** and direct supervision of the **Project Coordinator (Data Integrity)**, the successful candidate will be based in Warsaw, Poland and will have the following duties and responsibilities:

RESPONSIBILITIES AND ACCOUNTABILITIES

1. Oversee up to two teams of RSC staff members undertaking data integrity activities in an assigned area or areas related to report management, application management and/or data quality assurance, including supporting staff development processes such as hiring, providing training, assigning duties and giving feedback to staff members on their performance on a regular basis to ensure high quality work and the accurate completion of data integrity activities.

2. Manage Data Integrity team members as they create and distribute clear, concise and timely reports for RSC Eurasia using Tableau, SQL Reporting Services (SSRS) and Microsoft Power Business Intelligence (Power BI), and as they design and publish reports presented in a clear and informative format.
3. Ensure the efficient and effective maintenance of complete documentation on reports, RSC applications, and data quality assurance tools, ensuring they are utilized in accordance with established Standard Operating Procedures (SOPs).
4. Work in partnership with RSC supervisors to gather and document application and quality assurance business and system requirements, and to translate those business and system requirements into the design and development of in-house applications, reports and data quality assurance systems that serve as comprehensive solutions for the USRAP at RSC Eurasia.
5. Oversee the maintenance of the production and development reporting databases for RSC Eurasia, ensuring Data Integrity team members identify problems in logic, integrity, and efficiency in the applications, quality assurance systems, and reports in a timely manner.
6. Oversee ad-hoc reporting and data analysis and regular quality assurance checks of data in START to ensure the accuracy of information and the RSC's compliance with all USRAP and RSC SOPs in relation to reporting, application management and data quality assurance.
7. Oversee Data Integrity team members as they research and respond to reporting requests from RSC Eurasia colleagues; ensure they resolve questions and issues related to RSC applications, data quality assurance and reporting systems in a timely, efficient and effective manner.
8. In coordination with the National / Project Officer, liaise with other teams and units in RSC Eurasia and with external partners such as USCIS, the Refugee Processing Center (RPC), panel physicians, the US Embassy and the United Nations High Commissioner for Refugees (UNHCR). Prepare unit statistics and report regularly to the National / Project Officer or RSC management on relevant activities, problems and solutions related to the reporting workflow pipeline.
9. Train Data Integrity team members to efficiently and effectively manage data integrity activities, update START and other databases accurately and to supervise data integrity team members and activities.
10. Demonstrate a comprehensive understanding of the USRAP, SOPs and START, as well as the ability to remain professional, impartial and unbiased during all interactions with applicants, colleagues and partners. Develop and implement SOPs as needed.
11. Maintain and promote the confidentiality and integrity of all RSC-related information by implementing control procedures in line with USRAP standards of conduct and data protection rules. Alert RSC management of any non-compliance to SOPs or codes of conduct by RSC staff members.
12. Perform other duties as required.

Required Qualifications and Experience

Education

- Completed secondary education required,

- Seven years of working experience with secondary education; five years of working experience with Bachelor's degree, preferably in Computer Science, Information Management or a related discipline.

Experience

- Experience communicating with legal representatives is an advantage
- Ability to use own initiative and work under pressure with minimum supervision
- Knowledge of Tableau, Microsoft Power BI, Microsoft SQL Server 2012 and SQL Reports Server and experience in using SSMS and BIDS

Skills

- Excellent computer skills, including in Word, Excel and Internet; IT skills are a distinct advantage
- Excellent data analysis, visualization and presentation skills
- Strong interpersonal and communication skills
- Self-motivated and objective driven
- Delivers on set objectives in hardship situations;

Languages

Fluency in **English is required** (oral and written).

Working knowledge of IOM languages: Arabic, French, Russian and/or Spanish is an advantage.

Required Competencies

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

VALUES - All IOM staff members must abide by and demonstrate these five values:

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

CORE COMPETENCIES - Behavioural indicators – Level 2

- 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 actions 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 2

- 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.

Other:

This post is subject to local recruitment. Only those holding a valid residence and work permit for Poland will be eligible for consideration.

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

At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM. Candidates may also be requested to provide documentary evidence of academic degree(s), professional licenses, and proof of no criminal records as relevant to the requirements of the position advertised.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable.

Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.

How to apply:

- Interested candidates are invited to submit their application including **a CV, or a completed Personal History Form in English by email to: rscrcpl@iom.int**, specifying the vacancy reference number and full name in the subject line (e.g., "UA90VN/2024/03 – Jane SMITH").
- By clicking on APPLY on Impactpool <https://www.impactpool.org/jobs/1032312>

Please click this link to access [Personal History Form \(four pages\)](#)

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Posting period:

From 19 January 2024 to 02 February 2024