

IOM Poland  
CALL FOR APPLICATIONS

Reference Number : **PLCFA22-015**  
Position Title : **Displacement Tracking Matrix (DTM) Field Coordinator**  
Duty Station : **Warsaw, Poland**  
Type of Appointment : **Special Short-Term Ungraded Contract**  
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. 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 has been active in Poland since 2002 under an agreement with the Polish government and conducts various migration programs, including activities supporting the integration of male and female migrants into Polish society. IOM in Poland implements projects aimed at the private sector to promote ethical recruitment, respect for the rights of migrants and migrant women as well as the elimination of forced labour from value chains and the prevention of human trafficking.

**Context:**

The conflict in Ukraine has led to the overspill of over a million forcibly displaced persons to Poland. As migratory flows continue unabated, IOM is urgently and significantly boosting its capacity in Poland to provide multi-sectoral assistance to respond to urgent emerging humanitarian needs in a dynamic context. IOM Poland aims to implement Displacement Tracking Matrix (DTM) to assess and learn the profiles and needs of displaced population.

Under the direct supervision of the Project Coordinator, the **DTM Field Coordinator** will be responsible, of the following activities, according to the procedures and training provided by IOM:

**Core Functions / Responsibilities:**

1. Plan and lead all DTM activities in close collaboration with the DTM Coordinator, partners and local governmental entities;
2. Supervise and evaluate enumerators teams in the field;
3. Act as DTM focal point at the local level for all information management related issues; be responsible and accountable for overall data quality on local level
4. In collaboration with the Global DTM team organize the data/information flow as per IOM procedures and ensure of its accuracy;
5. Lead verification operation exercises and coordinate the field team in collecting accurate and valid data.
6. Compile and ensure data is transferred in due time to relevant the focal point;

7. Report on a daily basis on all DTM activities to the DTM Coordinator and make relevant recommendations/advices to ensure the information collected is useful and relevant to all stakeholders
8. Participate in the revision of the tools/methodologies and training of the enumerators;
9. Ensure compliance and alignment with the Mission's policies and procedures and especially with IOM's Data Protection Principles.
10. Ensure that access to beneficiary's personal data is restricted to need-to-know basis.
11. Facilitate and encourage the integration of gender perspectives and attention to specific women's and children's rights issues (vulnerable groups) within all activities.
12. Perform such other related duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- University degree in Social Science, Geography, IT, Computer Science, or any other relevant field.
- Master's degree in above fields an advantage.
- Knowledge of Camp Coordination and Camp Management settings an advantage.

### **Experience and Skills**

- Experience in information management, preferably in natural disaster situations;
- Minimum one year of experience in managing teams in the field;
- Experience working with vulnerable populations and with migrant/refugee backgrounds an advantage;
- Proficiency in MS Excel and Microsoft Office environment is a requirement;
- Familiarity with web and mobile data collection technologies and GPS an advantage;
- Demonstrated ability to organize an information flow;
- Strong organizational, facilitation, communication, writing and presentations skills, preferably in multicultural setting;
- Demonstrated ability to work independently, with excellent organizational and multi-tasking skills;
- Demonstrated ability to work well under pressure and keep deadlines;
- Good knowledge of the geography and culture of Ukraine.

### **Languages**

Fluency in **English** and **Polish (written and oral)** is required. **Russian and Ukrainian** proficiency is advantage.

### ***Required Competencies***

IOM's competency framework can be found at this [link](#).

### **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.

### **Managerial Competencies – behavioral indicators**

- **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.

### ***Other:***

IOM is committed to a diverse and inclusive environment.

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 and a completed Personal History Form in English by email to: [IOMPolandHR@iom.int](mailto:IOMPolandHR@iom.int)** , specifying the vacancy reference number **PLCFA22-015 and full name** in the subject line.

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

Due to the volume of applications received, IOM Poland will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

### ***Posting period:***

From 22 March 2022 - Open Ended