



## IOM Poland CALL FOR APPLICATIONS

Reference Number : **PLCFA22-002**  
Position Title : **Enumerator (Displacement Tracking Matrix / DTM)**  
Duty Station : **Various Locations, 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. There is an urgent need for the provision of accurate and up to date information on available services, as well as transportation for vulnerable individuals in need. 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 DTM Field Coordinator, the **Enumerator (Displacement Tracking Matrix / DTM)** will be responsible, of the following activities, according to the procedures and training provided by IOM:

### **Core Functions / Responsibilities:**

1. Identify reliable sources of information/key informants to collect relevant information;
2. Conduct DTM survey and (if requested) registration, in a designated geographical area, according to the operation planning led by the DTM Field Coordinator
3. Assess the situation at border crossing points and in collective centers through direct observation and triangulate the information to facilitate its analysis;

4. Ensure of the quality of the information collected by systematically verify and correct the questionnaire/form at the end of the interview/ registration;
5. If necessary, collect GPS points of the collective centres and infrastructures;
6. Liaise with various humanitarian, governmental partners and the displaced community in the field;
7. Report on a daily basis on the activities conducted and the realities/issues encountered to the DTM Field Coordinator and make relevant recommendations;
8. Perform other duties as they might be assigned.

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

#### **Education**

- High school degree/certificate with two years of relevant work experience; or
- University degree in Statistics, Geography, IT, Computer Science, or any other relevant field an advantage.

#### **Experience and Skills**

- Experience in conducting surveys and assessments, preferably in natural disaster situations;
- Knowledge of Camp Coordination and Camp Management settings an advantage.
- 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 South Eastern Poland and Ukraine.

#### **Languages**

Fluency in **Polish, Ukrainian** and/or **Russian** is required. Good knowledge of **English** 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.

***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 **PLCFA22-002 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 11 March 2022 to 16 March 2022  
From 16 March 2022 – open-ended