



IOM Poland CALL FOR APPLICATIONS

Reference Number : **PLCFA22-051**
Position Title : **Information Management Assistant**
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:

Under the overall supervision of the CBI Programme Manager and the direct supervision of the Senior CBI Assistant, the successful candidate will provide support in data management of cash-based intervention of IOM Poland.

Core Functions / Responsibilities:

1. Conduct a maintenance activity of the digital data filing system (local and cloud-based) and suggest an improvement.
2. Manage the information of Kobo/ODK from versioning and distribution.
3. Design & Program Surveys and data forms on ODK/Kobo System.
4. Manage to update the system location dataset in coordination with field teams and cross-checking with other existing datasets
5. Direct support for the deployment and maintenance of the ODK/Kobo and coordinate with ATS colleagues to reflect the data of Kobo on the ATS system.
6. Guide the filed enumerators on best system practices.

7. Conduct regular training and day-to-day staff support involved in data entry, while ensuring compliance to standards of quality and timely information sharing. Provide user support and system training to the staff on ODK or any other data collection.
8. Support the field enumerators with user account creation, updating, and applying mission roles and permissions matrix.
9. Liaise with units and CBI officer and the senior CBI officer to identify and analyze information gaps, potential enhancements, and efficiency through system modules.
10. Perform such other duties as may be required.

Required Qualifications and Experience

Education

- High school diploma with three years of relevant working experience; or,
- University degree in Computer Information Systems, Information Management, Statistics, Mathematics, or relevant fields from an accredited academic institution with one year of relevant working experience.
- Master's degree in above fields an advantage.

Experience and Skills

- Experience in working in an international environment.
- Experience in cash-based/ CBI intervention and programmes or other work relevant experience.
- Ability to meet deadlines and work under pressure.
- Good level of computer literacy.
- Personal commitment, efficiency, flexibility, drive for results.
- Ability to present clear and concise information.
- Knowledge about the main data collection app for KoBoToolbox and ODK Collect
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.

Languages

Fluency in **English and/or Polish** is required. **Russian and/or Ukrainian** (oral and written) 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.

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**, specifying the vacancy reference number **PLCFA22-051** 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 24 April 2022 – open-ended