

IOM Poland

CALL FOR APPLICATIONS

| Reference Number | : | **PLCFA22-056** |
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| Position Title | : | **DTM Information Management and GIS 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:***

Following the launch of military operations across Ukrainian territory on 24 February 2022, substantive flows and displacements across Ukraine and toward neighbouring countries have been reported countries in the following days. While air travel has been suspended in Ukraine and Moldova, Ukraine sharesland border with four European Union (EU) Member States: Poland, Romania, Hungary and Slovakia. Other non-EU countries (3) which share their border with Ukraine include Republic of Moldova, Russian Federation and Belarus. Large in and out flows to and through Moldova of Ukrainian and Third Country nationals created the need to set up a monitoring system and analyse the trends and patterns of mobility.

Under the direct supervision of the DTM Country Coordinator, the **DTM Information Management and GIS Coordinator** is responsible for analysing and developing information products from DTM activities.

***Core Functions / Responsibilities:***

1. Provide technical support to the DTM operations and initiatives, including on the implementation of the DTM country level initiatives.
2. Support methodological and technical aspects of global DTM development and implementation activities, including software and system development, data and database management, technical partnerships, and relevant capacity building or training programmes.
3. Produce high quality visuals (maps, portals and dashboards) to present the collected data.
4. Manage contents on DTM internal and external platforms for data, information, and knowledge sharing and dissemination purposes.
5. Support in the management of DTM Central Data Warehouse, Data Dictionary, and further development activities around DTM global data management.
6. Contribute to regular reporting and dissemination of information gathered through the DTM tools in Poland and ensure smooth sharing of incoming information within the Team.
7. Support technical liaison activities with relevant partners and stakeholders to present, discuss, advise, and explore potential development and initiatives in relation to the implementation of DTM programmes and projects at the global and country levels.
8. Assist in developing publishing materials and presentations, various data visualization formats including maps, statistics, online materials and info sheets and in providing technical support related to data presentation needs on various written outputs (e.g. papers, analysis, sections of reports and studies, inputs to publications, etc.).
9. Ensure adherence to IOM data protection principles in regard to collection, use, storage, disclosure and disposal of personal data.
10. Perform such other duties as may be assigned.

***Required Qualifications and Experience***

**Education**

* Master’s degree in Political or Social Science, Law, Management, Information Management, Disaster Risk Management, or a related field from an accredited academic institution with two years of relevant professional experience; or,
* University degree in the above fields with four years of relevant professional experience.

**Experience and Skills**

* Experience in humanitarian emergencies;
* Experience in the development and implementation of the Displacement Tracking Matrix (DTM) or similar assessment and information management activities; and,
* Experience in coordinating activities at global, regional and/or cross-regional level is an asset.
* Excellent communication skills: capable to share ideas and explain results to all levels of the Organization and stakeholders; and,
* Proficiency in at least two of the following: Microsoft Office (Word, Excel, PowerPoint, Publisher), statistical software (Stata, SAS, R, SPSS),
* Adobe Creative Suite (Illustrator, Photoshop, InDesign), or Geographic Information Systems software (GIS, ArcGIS or equivalent).

**Languages**

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

***Required Competencies***

IOM’s competency framework can be found at this [link](https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf).

**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 ,specifying the vacancy reference number **PLCFA22-056 and full name** in the subject line.

Please click this link to access [**the Personal History Form** (two pages).](https://poland.iom.int/pl/personal-history-form)

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