



Vacancy Notice

Open for external and internal candidates

Reference Number : **PLSVN24-013**
Position Title : **Senior Operations Assistant (Displacement Tracking Matrix)**
Duty Station : **Warsaw**
Classification : **General Service Staff, Grade 6**
Type of Appointment : **Special Short Term Graded**
Estimated start date : **As soon as possible**
Closing Date : **17 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 has been active in Poland since 2002 under an agreement with the Polish government and conducts various migration programs including initiatives designed to facilitate the integration of migrants into Polish society. In response to the crisis in Ukraine, IOM has expanded its operations in Poland, providing humanitarian assistance and integration support. This includes a variety of Basic Needs Support activities, including Shelter, Non-Food Items, WASH, cash-based interventions (CBI) and site management support (SMS).

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 Data and Research Officer, the Senior Operations Assistant (DTM) is responsible for overseeing aspects of operations on the implementation of DTM data collection activities and other initiatives which may develop within the Displacement Tracking and Monitoring (DTM) programming in Poland.

Core Functions / Responsibilities:

1. Support in operational management of the Data and Research Programme in Poland.
2. Support in the supervision and management of the activities and the coordination of a country wide strategy of the data collection and other relevant operations.
3. Participate in the revision of the tools/methodologies and training of the enumerators.
4. Provide support related to data presentation needs on various written outputs (e.g. papers, analysis, sections of reports and studies, inputs to publications, etc.).

5. Draft, proof-read, and assist with editing and formatting of Data and Research output products.
6. Support in supervision of field staff (including field Team Leaders), prepare and organize appropriate trainings for the data collection team on issues related to operations, including data collection methods and procedures on a regular basis.
7. Coordinate verification operation exercises and coordinate the field teams in collecting accurate and valid data.
8. Support programme implementation and overall management of the data collection team. Track progress and ensure that deadlines are met.
9. Report on a daily basis on all field activities to the unit coordinator and make relevant recommendations/advice to ensure the information collected is useful and relevant to all stakeholders.
10. Support the organization and deployment of data and research missions to the Field. Organize the logistics for and procurement of materials to ensure timely response.
11. Liaise with relevant authorities, UN agencies, NGOs, think tanks, government authorities, and other stakeholders on operational issues relevant to the field activities. Participate at relevant meetings.
12. Monitor, plan, and report on expenses, process all the necessary financial documentation and prepare them for the final signature of the Data and Research Coordinator.
13. Assist DTM Coordinator with hiring and communicating with HR.
14. Liaise with local authorities and partners to ensure access to collective sites and raise awareness of IOM data and research activities.
15. Undertake any duty travel as required.

Required Qualifications and Experience

Education

- High school diploma with six years of relevant experience; or,
- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with four years of relevant professional experience.

Experience and Skills

- Experience working in international organizations and the humanitarian community
- Experience in project management and implementation
- Experience in data collection and assessment operations
- Strong computer background, including experience with Microsoft applications, spreadsheets, and word processing
- Experience in relevant issues such as migration, displacement, and humanitarian assistance would be an asset

Languages

Fluency in **English, Russian** and/or **Ukrainian** is required. **Polish** is desirable.

Required Competencies

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

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

Values - all IOM staff members must abide by and demonstrate these 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.
- **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 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 *level 2*

- **Leadership:** provides a clear sense of direction, leads by example, and demonstrates the ability to conduct the organization's vision; assists others to realize and develop their 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** work 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:

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 send completed **Personal History Form** and **CV in English** to iompolandapplications@iom.int email specifying the Vacancy Reference Number **PLSVN24-013** and full name in the subject line (e.g., "PLSVN24-013 – Jane SMITH").

Please click this link to access [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 7 February 2024 until 17 February 2024