



Vacancy Notice

Open for external and internal candidates

Reference Number : **PLSVN24-014**
Position Title : **Senior Data and Reporting Assistant (DTM)**
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 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. Poland has received the highest number of Ukrainians and Third Country Nationals (TCNs) from Ukraine.

In Poland, The Displacement Tracking Matrix (DTM) in Poland gathers and analyses data to disseminate critical multi-layered information on mobility, vulnerabilities, and needs of Ukrainians and TCNs, to enable decision makers and humanitarian actors to provide these populations with targeted assistance.

Under the overall supervision of the Chief of Mission and direct supervision of the Data and Research Officer, the Senior Data and Reporting Assistant (Displacement Tracking Matrix (DTM)) will be responsible for managing data, research design, developing information products from DTM activities and supporting the mission's reporting and Information Management.

Core Functions / Responsibilities:

1. Analyze data collected through Data and Research Unit tools and from secondary sources on arrivals, exits and presence of Ukrainian and TCNs to, from and in Poland.
2. Support the development of data collection methodologies, tools (e.g. survey design and Kobo tool creation) and processes as well as develop guidelines and standard operating procedures for data

enumerators. Contribute to the methodological and technical aspects of research initiative development and implementation activities.

3. Produce reports and other information outputs (e.g. infographics, maps, charts and graphs) based on the collected data, including analysis of the displacement patterns, needs and intentions as well as the integration and social inclusion of the displaced population in Poland.
4. Train the Data and Research data collectors on new assessments and surveys to improve data harmonization and quality.
5. Support the management and analysis of the mission's reporting data as needed. Provide capacity-building on data management and analysis to the mission's programme support staff.
6. Liaise with relevant authorities, United Nations (UN) agencies, Non- Governmental Organizations (NGOs), universities, think tanks, government authorities, and other stakeholders on issues relevant to the programme. Participate at relevant meetings.
7. Support the functions of the Data and Research programme within cluster/sectoral activities.
8. Ensure adherence to IOM data protection principles in regard to collection, use, storage, disclosure and disposal of personal data.
9. Support the Data and Research Coordinator and Senior Operations Assistant with additional tasks as needed.
10. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- High school diploma with six years of relevant professional experience; or
- University degree in Political or Social Science, Data science, Economics, or a related field from an accredited academic institution with four years of relevant professional experience

Experience and Skills

- Experience in humanitarian emergencies
- Previous experience in reporting and data analysis, possibly in emergency contexts
- Experience in data collection, research, and report writing
- Experience working in international organizations and the humanitarian community
- Experience in relevant issues such as migration, displacement, and humanitarian assistance
- Numerical skills and experience in data analysis and data visualization
- Experience writing technical requirements documents, translating specifications to technical briefs for data capture/analysis, and compiling diverse data sets

- Strong computer background, including experience with relational databases, Microsoft applications, spreadsheets, and word processing
- Advance knowledge of Excel, Word, Adobe Suite
- Demonstrated understanding of different data collection methodologies
- Excellent communication skills: capable to share ideas and explain results to all levels of the Organization and stakeholders
- Statistical analysis skills (STATA, SPSS, etc)

Languages

Fluency in **English** is required. Working knowledge of **Polish**, **Russian** or **Ukrainian** is an advantage.

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 iopolandapplications@iom.int email specifying the Vacancy Reference Number **PLSVN24-014** and full name in the subject line (e.g., "PLSVN24-014 – 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 8 February 2024 until 17 February 2024