



Vacancy Notice

Open to Internal and External Candidates

Vacancy Number : **UA90VN/2024/16**
Position Title : **Project Assistant (Data Integrity)**
Duty Station : **Ukraine Sub - Office in Warsaw, Poland**
Classification : **General Service Staff, Grade G5 ([UN Salary Scale](#))**
Type of Appointment : **One-Year Fixed Term, with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **08 April 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 is committed to a diverse and inclusive work environment. Internal candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

The United States Refugee Admissions Program (USRAP) operates world-wide with a target of providing resettlement opportunities to thousands of individuals each year. IOM provides a range of services and support to the USRAP including, but not limited to, case processing, migration health assessments, cultural orientation training, organized transportation and administration of a travel loan and collections program. The Department of Operations and Emergencies (DOE), specifically the Resettlement and Movement Division (RMM), has the organizational responsibility to provide direction, oversight, and guidance to IOM's global support to all resettlement programs.

Under the United States Refugee Admissions Program (USRAP), Resettlement Support Centers (RSCs) provide critical support and processing services for resettlement to the US. As part of an MOU between IOM and the US State Department Bureau for Population Refugees and Migration (PRM), IOM manages several RSCs which prepare applications for adjudication by and provide support to visiting US Citizenship and Immigration Services (USCIS) officers, facilitate security and medical screenings, provide information about arriving individuals to resettlement agencies in the US and offer Cultural Orientation (CO) training to individuals departing for the US.

Under the general supervision of **Deputy Project Manager, Case Management and Data Integrity**, RSC Eurasia, and the direct supervision of **the Project Coordinator, Data Integrity**, RSC Eurasia, **the Project Assistant** is responsible for undertaking and guiding data integrity activities, with the following duties and responsibilities:

RESPONSIBILITIES AND ACCOUNTABILITIES

1. Undertake data integrity activities in an assigned area related to report management, application management and/or data quality assurance and, as required, guide and assist in monitoring teams of Project Clerks and Project Assistants in Data Integrity in organizing and completing data integrity activities in an assigned area.
2. Monitor and assist in guiding Data Integrity team members with the creation and distribution of clear, concise and timely reports for RSC Eurasia using Tableau, Microsoft Power Business Intelligence (Power BI), SQL Reporting Services (SSRS) and other reporting tools, and with the design and publishing of reports presented in a clear and informative format.
3. Efficiently and effectively maintain complete documentation on reports, RSC applications, and data quality assurance tools, ensuring they are utilized in accordance with established Standard Operating Procedures (SOPs).
4. Assist the Project Officer, Data Integrity as they work in partnership with RSC supervisors to gather and document application and quality assurance business and system requirements, and to translate those business and system requirements into the design and development of in-house applications, reports and data quality assurance systems that serve as comprehensive solutions for the USRAP at RSC Eurasia.
5. Provide support in the production and development of reporting databases for RSC Eurasia, identifying problems in logic, integrity, and efficiency in the applications, quality assurance systems, and reports.
6. Perform ad-hoc reporting and data analysis upon request and conduct regular quality assurance checks of data in START to verify the accuracy of information and the RSC's compliance with all USRAP and RSC SOPs in relation to reporting, application management and data quality assurance.
7. Research and respond to reporting requests from RSC Eurasia colleagues, resolving questions and issues related to RSC applications, data quality assurance and reporting systems.
8. In coordination with supervisors, liaise as needed with other teams and units in RSC Eurasia and other RSCs. Provide regular reports on the work being accomplished within the team to supervisors and team members.
9. Train other Data Integrity team members as needed to manage reporting, application management, and data quality assurance efficiently and effectively.
10. Undertake duty travel as needed to participate in data integrity-related activities, for meetings and for training.
11. Demonstrate an in-depth understanding of the USRAP, SOPs and START, as well as the ability to remain professional, impartial, and unbiased during all interactions with colleagues and external stakeholders.
12. Maintain the confidentiality and integrity of all RSC-related information by implementing control procedures in line with USRAP standards of conduct and data protection rules. Alert RSC management of any non-compliance to SOPs or codes of conduct by RSC staff members.

13. Perform other relevant duties as assigned.

Required Qualifications and Experience

Education

- Completed secondary education required

Experience

- Five years of working experience with secondary education; three years of working experience with Bachelor's degree, preferable in Computer Science, Information Management, or a related discipline
- Thorough knowledge of English
- Ability to use own initiative and work under pressure with minimum supervision

Skills

- Excellent computer skills, including in Word, Excel, and Internet; IT skills are a distinct advantage
- Knowledge of Tableau, Microsoft Power Business Intelligence (Power BI), Microsoft SQL Server 2012 and SQL Reports Server and experience in using SSMS and BIDS
- Excellent data analysis, visualization, and presentation skills
- Strong interpersonal and communication skills
- Self-motivated and objective driven

Languages

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (Arabic, Chinese, French, Russian, or Spanish).

For all applicants, fluency in English is required (oral and written).

Desirable

Working knowledge of Ukrainian and Russian

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 five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

Other:

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, or a completed Personal History Form in English by email to: rscrecpl@iom.int**, specifying the vacancy reference number and full name in the subject line (e.g., "UA90VN/2024/16 – Jane SMITH").

Please click this link to access [Personal History Form \(four pages\)](#)

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.

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Posting period:

From 21 March 2024 to 08 April 2024