International Organization for Migration (IOM)
The UN Migration Agency

VN REF. NO: IOMTJK/2022/13(E)

Open to Internal and External Candidates

Position Title	:	**National Project Officer – Displacement Tracking Matrix (DTM)**
Duty Station	:	**Dushanbe, Tajikistan**
Classification	:	**General Service Staff, Grade NO-A**
Type of Appointment	:	**Fixed term, one year with possibility of extension**
Estimated Start Date	:	**As soon as possible**
Closing Date	:	**May 29, 2022**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the direct supervision of the Chief of Mission for IOM Tajikistan, Sub-Regional DTM Coordinator, and in close coordination with Regional Office in Vienna, the National Project Officer (DTM) is responsible for overseeing all aspects of reporting on the implementation of displacement tracking and of various activities or projects which may develop within the DTM.

Core Functions / Responsibilities:

1. Assist in the coordination and monitoring of the operational, administrative and financial aspects of the project in accordance with IOM policies and practices as well as donor's requirements.

2. Keep the supervisor informed on the status of DTM projects' implementation; identify gaps and suggest actions to improve implementation.

3. Coordinate the collection, verification and analysis of data collected through DTM activities and background information; update information management systems and social media platforms on project related activities including project awareness and visibility, summaries, press releases and other relevant materials.

4. Coordinate timely preparation and dissemination of project reports and outputs of data collection in accordance with IOM procedures and donor requirements.

5. Coordinate field data collection on the targeted groups and subjects through field staff (enumerators).

6. Contribute to liaison and coordination with donors, partners, United Nations agencies, local authorities and stakeholders and government counterparts to represent DTM, share project updates and establish collaboration.

7. Contribute to the planning, development, organization and delivery of DTM capacity building activities targeting IOM staff, government and civil society partners, implementing partners and communities.

8. Supervise and provide training and technical guidance to assigned project staff.

9. Undertake duty travel relating to project implementation, field data collection monitoring visits, project assessments, liaison with counterparts, etc.

10. Ensure the integration of IOM's data protection principles and best practices on humanitarian data protection and ethical use of data across all DTM data management, sharing and dissemination activities.

11. Perform any other related duties assigned by Head of Office and Sub-Regional DTM Coordinator.

Required Qualifications and Experience

Education

- Master's degree in Business Administration, International Relations, Political Science, Communications, Information Management, Computer Science or a related field from an accredited academic institution; or
- University degree in the above fields with two years of relevant professional experience.

Experience

- Experience working in international organizations and the humanitarian community;
- Experience in project management and implementation;
- Experience in data collection, research, and report writing;
- Experience in statistical analysis (STATA, SPSS, etc.).
- Experience writing technical requirements documents, translating/planning specifications to technical briefs for data capture/analysis, and compiling diverse datasets;
- Experience in the development and implementation of population databases a distinct advantage;
- Experience in relevant issues such as migration, displacement, and humanitarian assistance would be an asset;
- Work experience in or knowledge of Tajikistan and/or the Central Asia region would be an asset.

Skills

- In-depth knowledge of the broad range of migration related subject areas dealt with by the Organization;
- Strong computer background, including experience with relational databases, Microsoft applications, spreadsheets, and word processing;
- Familiarity with mobile data collection technologies and GPS an advantage;
- Ability to verify, clean and process data.

Languages

Fluency in English and Tajik is required. Knowledge of Russian is advantageous.

Required Competencies

Values – all IOM staff members must abide by and demonstrate these three 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 *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 – behavioural indicators *level 2*

- 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

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment.

How to apply:

Interested candidates are invited to submit their applications (cover letter and CV) in English via applications.tj@iom.int by May 29, 2022, 23:59h local time at the latest, indicating the position title in email subject line and quoting the reference code – IOMTJK/2022/13(E).

Applications from qualified female candidates are highly encouraged.

Incomplete applications will not be taken into consideration. Only shortlisted candidates will be contacted. The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment.

No late applications will be accepted.

Posting period:

From 11.05.2022 to 29.05.2022