VACANCY NOTICE (VN)
Open to Internal and External Candidates

Position Title	:	**Project Assistant (Data & Information Management)**
Duty Station	:	**Rome, Italy**
Classification	:	**General Service Staff, Grade G5**
Type of Appointment	:	**Fixed term, one year with possibility of extension**
Estimated Start Date	:	**As soon as possible**
Closing Date	:	**April 22, 2024**
Reference code	:	**VN 2024 19**

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 overall supervision of the Director, Coordination Office for the Mediterranean and Chief of Mission in Italy and Malta and the direct supervision of the Head of the Project Development, Research and Data Unit, and in close collaboration with the other Units in the Mission, the incumbent will be responsible for supporting data and information management to promote evidence-informed action at the Mission level.

Core Functions / Responsibilities:

- Support the creation and implementation of data and information management tools at the Mission level in coordination with IOM regional and global data and information management experts;
- Contribute to the Mission's activities and projects developed as part of the data and analytics response;
- Support the implementation of an Information Management System (IMS) for centralized data collection, processing, analysis, and storage at the Mission level, in coordination with ICT;
- Apply data quality control mechanisms for operations as set by the project standards;

- Support the Units in ensuring IOM Data Protection Principles in implementing data collection and storage tools;
- Create visualization tools to enhance data interpretation and reporting capabilities;
- Compile, prepare, clean and manage data sets and prepare related statistical information and distribute them regularly to the other IOM units;
- Support the Units in the development of project-specific and standardized data collection tools, ensuring alignment with organizational objectives and requirements;
- Support the Supervisor in monitoring and evaluating the effectiveness of data collection tools/systems and proposing continuous improvements as needed;
- Support the production of data analysis for policy briefs and research for the Mission in coordination with the Mission's Research Project Assistant and the other Units as relevant;
- Perform other duties as they might be assigned.

Required Qualifications and Experience:

Education

- High School diploma with five years of relevant experience; or,
- Bachelor's degree in Political or Social Sciences, International University degree in Statistical Science or Information Technology or a related field from an accredited academic institution, with three years of relevant professional experience, preferably in similar roles.

Experience

- Previous experience in developing data visualization tools(applied knowledge of Power BI, Tableau and Adobe Illustrator or a comparable tool);
- Experience in managing or working with data, datasets, and databases;
- Demonstrated experience of data collection and statistical analysis required; an asset if such data and analysis relate to migration.

Skills

- Demonstrated proficiency with Microsoft Office applications, including Excel, Access and Power BI is required;
- Data analysis experience in the migration-related topics is an advantage;
- Knowledge of IOM's migration dynamics monitoring and analysis systems at the global level and in the Mediterranean is an advantage;
- Proven analytical skills and creative thinking;
- Excellent communication skills, efficiency, and flexibility;
- Ability to work under pressure;
- Attention to detail and quality and capacity to meet deadlines.

Languages

Fluency in Italian and English is required (oral and written).

Required Competencies

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

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 1*

- 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.

IOM's competency framework can be found at this link.
Competencies will be assessed during a competency-based interview.

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, and verification of residency, visa and authorizations by the concerned Government, where applicable. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination against COVID-19.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Italy will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their applications to applicationsiomitaly@iom.int by 22 April 2024 at 23:59 (CET - Rome time), including the following documents:
a) CV or PHF
b) Cover Letter
c) Questionnaire on Mandatory Requirements (Page 5)

The reference code **VN 2024 19 Project Assistant (Data & Information Management) _SURNAME Name** must be clearly indicated in the e-mail subject otherwise the application will not be correctly routed.

Candidates who do not possess the above requested qualifications will not be taken into consideration.
Only shortlisted candidates will be contacted for an interview, soon after the closing of the Vacancy.

Posting period: From 08.04.2024 to 22.04.2024.

Questionnaire on Mandatory Requirements for Local Recruitment in Rome, Italy

VN 2024 19 Project Assistant (Data & Information Management) Coordination Office for the Mediterranean

Liaison Mission for Italy, Malta and the Holy See

Education

Tick as appropriate depending on what you have:

High school diploma with five years of relevant experience; or,

Bachelor's degree in Political or Social Sciences, International University degree in Statistical Science or Information Technology or a related field from an accredited academic institution, with three years of relevant professional experience, preferably in similar roles.

yes ☐ no ☐

Language

Italian and English (fluency, oral and written);   yes ☐ no ☐

Experience and skills

Previous experience in developing data visualization tools(applied knowledge of Power BI, Tableau and Adobe Illustrator or a comparable tool);   yes ☐ no ☐

Experience in managing or working with data, datasets, and databases;   yes ☐ no ☐

Demonstrated experience of data collection and statistical analysis required; an asset if such data and analysis relate to migration.

yes ☐ no ☐

Other

Are you currently holding a valid driving license?   yes ☐ no ☐

Are you currently holding a valid residency in Italy?   yes ☐ no ☐

Are you currently holding a valid permit of stay in Italy for work reasons?   yes ☐ no ☐

Date:
Name:
Signature: