



Position Title	: Senior Program Assistant (Information Management)
Duty Station	: Port Sudan, Sudan
Classification	: G6
Type of Appointment	: 6 months with possibility of extension
Estimated Start Date	: As soon as possible
Closing Date	: November 06, 2023
Reference Code	: SVN 25 2023

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. 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 Programme Coordinator (HRT) Unit, and direct supervision of Project Officer (Emergency Shelter & NFIs) in close coordination with the Information Management Unit of the mission, the successful candidate will be responsible for supporting the information management, analysis and tool's design for the Shelter and Settlements programming at Sudan level. In particular he/she will be responsible for:

Core Functions / Responsibilities:

1. Assist to develop SQL queries, functions, scripts, and stored procedures to retrieve and update database.
2. Assist in design, develop, and manage database systems.
3. Maintain the integrity and availability of IM data systems, including proper backup/restore systems, data validation and security procedures.
4. Receive, register, and monitor all new data collected by data entry team for the shelter and settlement, while ensuring timely entry of all missions' data to IM systems.
5. Support and provide technical and thematic guidance and support/train field staff in information management.
6. Support and develop data reports and data output functionality for the shelter & settlements programming.
7. Provide training and assist in skills development support in IM to project staff and others as needed.



8. Assist and prepare maps and geospatial products at all scales to support decision making and information dissemination processes.
9. Assist in creation, design and maintenance of web report tools and web applications designed in Power BI and ArcGIS.
10. Ensure proper archiving/saving of the data collected and of the maintenance of the equipment used in the field as per established procedures.
11. Maintain confidentiality of information as per IOM's Data Protection Guidelines and strengthen collaborative relationship with other department staff and project team members.
12. Perform other duties as they might be assigned.

Required Qualifications and Experience

Education

- University degree in Information Management, Computer Science, Information Communication Technology or a related field from an accredited academic institution with **FOUR** years of relevant professional experience or;
- High School diploma with **SIX** years of relevant professional experience.

Experience

- At least two years of experience in data cleaning, data analysis and reporting, preferably on migrant projects.
- At least one year of experience using the following tools: Microsoft Access, Microsoft Excel, Power BI, and SQL Server.
- At least one year of experience in systems analysis and development, data modelling and SQL programming.
- At least one year of experience in developing and maintaining data system with ODK/Kobo.
- Experience in RESTful web service APIs and modular user interfaces on an application framework/platform – Drupal, Symfony, and React is an advantage.
- Experience with IOM or UN agencies is an advantage.
- Knowledge of migration crises and settings is an advantage.

Languages

- fluency in English & Arabic is required (oral and written).

Required 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 – behavioral 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 of 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.

Other:

- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- IOM has zero tolerance with discrimination and does not discriminate to HIV/AIDS status.
- This position is open to **ONLY** Sudanese nationals.
- **Vacancy close at 23:59 local time Khartoum, Sudan on the respective closing date. No late applications will be accepted.**



How to apply:

Interested candidates are invited to submit their Resume via email: sudancareer@iom.int , by November 06, 2023, at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

[From 31.10.2023 to 06.11.2023](#)

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview processing, training or other fee). IOM does not request any information related to bank accounts.