



Position Title : **Senior Information Management Assistant**
Duty Station : **Port Sudan, Sudan**
Classification : **G6**
Type of Appointment : **One-year fixed term with possibility of extension.**
Estimated Start Date : **As soon as possible**
Closing Date : **August 26, 2023**
Reference Code : **VN 16 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 guidance of the Return and Reintegration Officer, the direct supervision of the Information Management Officer and 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 of the Migrant Protection, Return and Reintegration Programme for Sub-Saharan Africa (MPRR-SSA). In particular, the incumbent will assist in managing information and data related to the return and reintegration of vulnerable migrants assisted by the MPRR-SSA and in supporting the overall migration management portfolio.

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 the data entry team, while ensuring monitoring the timely entry of all return and reintegration data to IM systems.
5. Support the IMO MMU to enforce Migrant Management Operational System Application (MIMOSA) compliance in Sudan, in particular for the use in EUTF funded migrant protection and reintegration programming, in close coordination with the HQ and RO. Collect, record and



organize all forms/questionnaires and other relevant information handed over by the data collection team.

6. Support the IMO to provide technical and thematic guidance and support/train field staff in information management. In particular, support the expansion and monitor the consistent use of Returnee Information Management System (RIMS) and MiMOSA across the mission, in line with relevant instructions and internal guidance notes.
7. Support the IMO to develop data reports and data output functionality for MiMOSA (including monthly quantitative reports and quarterly narrative reports), meeting the requirements of internal and external stakeholders; work to include migrant assistance data in visual analytic applications.
8. Support the database design of return and reintegration data management platforms to inform governmental interventions aiming to enhance migrant assistance and protection.
9. Provide technical support to train governmental staff in data management procedures, storing, data quality and processing of case management activities.
10. Provide training and assist in skills development support in IM to project staff and others as needed.
11. Assist and prepare maps and geospatial products at all scales to support decision making and information dissemination processes.
12. Assist in creation, design and maintenance of web report tools and web applications designed in Power BI and ArcGIS.
13. Monitor the proper archiving/saving of the data collected and of the maintenance of the equipment used in the field as per established procedures.
14. Maintain confidentiality of information as per IOM's Data Protection Guidelines and strengthen collaborative relationship with other department staff and project team members.
15. Perform such other duties as may 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.

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 systems 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 and Arabic is required.

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.

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 August 26, 2023, at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

[From 13.08.2023 to 26.08.2023](#)

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.