

Position Title : **Data Analyst**  
Duty Station : **Goma, Congo, Democratic Republic of the**  
Classification : **Professional Staff, Grade P2**  
Type of Appointment : **Special short-term graded, 6 months with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **15 April 2024**

*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 work environment. Read more about diversity and inclusion at IOM at [www.iom.int/diversity](http://www.iom.int/diversity).

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following non-represented member states:  
*Antigua and Barbuda; Barbados; Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Dominica; Fiji; Grenada; Guinea-Bissau; Holy See; Iceland; Kiribati; Lao People's Democratic Republic (the); Madagascar; Marshall Islands; Micronesia (Federated States of); Namibia; Nauru; Palau; Saint Kitts and Nevis; Sao Tome and Principe; Solomon Islands; Suriname; The Bahamas; Tonga; Tuvalu; Uzbekistan; Vanuatu*

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

### **Context:**

The Displacement Tracking Matrix (DTM) is IOM's main operational tool to gather and analyze data in order to disseminate critical multi-layered information on the mobility, vulnerabilities, and needs of displaced and mobile populations. The DTM enables decision-makers and responders to provide these populations displaced with better context-specific assistance.

Under the direct supervision of the Programme Coordinator (DTM), the Data Analyst will be responsible for supervising and coordinating Information Management requirements for the implementation of the DTM, including the analysis and publication of DTM products and dashboards as well as adhering to, monitoring, where applicable implementing, and enforcing data privacy/data governance policies and practices within the organization. This includes adherence to relevant regulations, supervising and monitoring data handling procedures, and actively participating in maintaining data integrity and security measures.

## ***Core Functions / Responsibilities:***

1. Participate in and/or contribute to the planning, design and implementation of the integrated mechanisms for information management across all DTM activities, data collection and analysis initiatives, and ensure accurate and reliable data is collected, stored and disseminated in a timely manner.
2. Assist in strengthening and enhancing the analysis and interpretation of displacement and mobility data to support regular internal and external updates on human mobility trends, changes and any other significant observations surrounding human mobility in DRC.
3. Reinforce mechanisms to manage and share knowledge within and outside IOM, improve the use of existing platforms and suggest new and innovative ways of dissemination.
4. Coordinate the development and enhancement of the methodology and tools for data collection as per partners' needs and DTM requirements.
5. Provide technical support to DTM capacity building initiatives including for the development of training packages, guidelines and capacity building tools for internal and external use, such as training materials and sessions on the deployment, use, operation, and maintenance of databases and data collection systems for program staff, as well as government authorities and implementing partners, as necessary.
6. Act as a main focal point on discussions related to ethics/data protection and support the development of necessary tools and guidance.
7. Coordinate closely with all relevant stakeholders regarding DTM data collection methodology and analysis and check that IOM data are used and useful for all.
8. Support, in close coordination with the DTM unit in RO, the production of regional reports on human mobility in the Southern Africa region.
9. Perform such other duties as may be assigned.

## ***Required Qualifications and Experience:***

### **Education**

- Master's degree in Data Science, Statistics, Information Management, Demography, Political or Social Science or a related field from an accredited academic institution with two years of relevant professional experience; or,
- University degree in the above fields with four years of relevant professional experience.

### **Experience**

- Experience working in the region is an advantage;
- Experience working in international organizations and the humanitarian community;
- Experience in management and coordination of humanitarian assessments, Information Management, especially Displacement Tracking Matrix (DTM);
- Experience writing technical documents, translating/planning specifications to technical briefs for data capture/analysis, and compiling diverse datasets;
- Experience in relevant issues such as migration, displacement, and humanitarian assistance would be an asset;
- Experience in using visualization tools such as InDesign, Illustrator, PowerBi is an advantage;
- Experience in Data Management and Analysis as well as use of software (e.g., SPSS and

basic statistics);

- Prior experience with DTM a strong asset;
- Prior experience with similar data collection systems is a requirement; and,
- Research experience in the field of population studies, human mobility, mixed migration, and refugees/IDPs in developed and developing countries, including field experience related to displacement and migration research.

## Skills

- Ability to work under pressure while maintaining attention to detail;
- Knowledge of Microsoft applications, spreadsheets, and word processing;
- Excellent communication skills in written English;
- Excellent ability for team work; and,
- Working knowledge of ArcGIS, R, SQL and/or Adobe Creative Suite is an advantage.

## Languages

IOM's official languages are English, French, and Spanish. All staff members are required to be fluent in one of the three languages.

For this position, fluency in French is required (oral and written). Working knowledge of English is highly desirable.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

## Notes

<sup>1</sup> Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

## **Required 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.

## **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 leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.

IOM's competency framework can be found at this link.

[https://www.iom.int/sites/default/files/about-iom/iom\\_revised\\_competency\\_framework\\_external.pdf](https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf)

Competencies will be assessed during a competency-based interview.

### ***Other:***

Internationally recruited professional staff are required to be mobile.

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

This selection process may be used to staff similar positions in various duty stations. Recommended candidates will remain eligible to be appointed in a similar position for a period of 24 months.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and background verification and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

### ***How to apply:***

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 15 April 2024 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: [www.iom.int/recruitment](http://www.iom.int/recruitment)

### ***Posting period:***

From 09.04.2024 to 15.04.2024

**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.

Requisition: SVN 2024 107 Data Analyst (P2) Goma, Democratic Republic of Congo (58780612)

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