

Position Title : **Information Management Officer**  
Duty Station : **Berlin, Germany**  
Classification : **Professional Staff, Grade P2**  
Type of Appointment : **Special short-term graded, six months with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **17 May 2023**

*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; Aruba (Netherlands); Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Curaçao; Fiji; Grenada; Guinea-Bissau; Holy See; Iceland; Kingdom of Eswatini; Kiribati; Lao People's Democratic Republic (the); Madagascar; Marshall Islands; Micronesia (Federated States of); Namibia; Nauru; Palau; Saint Kitts and Nevis; Saint Lucia; Seychelles; Solomon Islands; Suriname; The Bahamas; Timor-Leste; Tonga; Tuvalu; Vanuatu*

Second tier candidates include:

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

### **Context:**

Under the overall supervision of the Senior Knowledge Management Officer of the IOM Global Data Institute's Global Migration Data Analysis Centre (Global Data Institute (GDI)/ Global Migration Data Analysis Centre (GMDAC)) and the direct supervision of the Web Development Officer, within the Knowledge Management Coordination Unit, the Information Management Officer will facilitate liaison and coordination between the GMDAC team and the web developers, including providing technical support for the development and maintenance of the Global Migration Data Portal as well as the Migration Network Hub, which GMDAC leads on behalf of the United Nations Network on Migration (UNNM).

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

1. Facilitate coordination between specific work of the International Organization for Migration (IOM) GDI/GMDAC and the external web developers, who are responsible for maintaining and developing the Global Migration Data Portal (the Portal). Closely collaborate with the external web developers and recommend solutions to technical and operational problems as well as new features.
2. Provide technical support as required, and facilitate the coordination among multiple stakeholders for the further development and operation of the Migration Network (the Hub) on the UNNM website.
3. Upload new material to the Hub and to the Portal for relevance and comprehensiveness. Recommend issue resolution, change management options and data links.
4. Support the ongoing maintenance and enhancement of the key features of the Portal and the Hub, including the repository of practices, discussion spaces, resources library, experts database and events calendar by participating in tendering, web design and development processes.
5. Prepare technical specifications for the development of new functions and features, closely liaising with the web designers and developers, and provide user support, as required.
6. Produce basic web designs and mock-up layouts for both the Hub and Portal, as well as other potential platforms, as needed.
7. Contribute to the development of the web scraper project in Amazon Web Services structure, or similar.
8. Participate in the development of interactive dashboards that visualize static datasets and infographics on the Portal as needed.
9. Generate monthly Google Analytics reports to analyze the website traffic and user activity patterns for both the Portal and the Hub.
10. Provide user support to Portal colleagues on data import and aggregation processes.
11. Produce infographics and banners for both the Hub and Portal as needed.
12. Perform such other duties as may be assigned.

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

#### **Education**

- Master's degree in Information Technology, Economics, Business Administration, 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 in designing and building information portals and easily accessible data tools;
- Experience in working effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;
- Experience managing content management systems (CMS), particularly using Drupal essential;
- Practical experience of how to multi-task, prioritize and work independently.

## Skills

- Ability to interpret technical or dashboard structure and translate complex business requirements to technical specifications.
- Ability to work collaboratively with team members to create useful reports and dashboards (Power BI and Tableau) that provide insight, improve/automate processes, or otherwise add value to the team.
- Knowledge of Google Analytics is essential.
- Familiarity with supporting the monitoring of Application Programming Interface (API) development process and usage
- Experience supporting and maintain a team's 'Extract, Transform and Load' (ETL) data pipelines to ensure optimized and accurate outputs.
- High-level competency in Excel (Power queries, data models, etc.).
- Understanding of UX/UI (User Experience/User Interface) design.
- Experience with design software (e.g. Adobe XD and Adobe Illustrator) to design web pages, banners and infographics.
- Understanding of web development technologies (JavaScript, HTML, CSS).
- Experience with Amazon Web Services platform and tools.
- Knowledge of web scraping in Python and/or Microsoft Power Automate.

## Languages

IOM's official languages are English, French, and Spanish.

For this position, fluency in English is required (oral and written). Working knowledge of either Arabic, French, German, Russian, or Spanish is an advantage.

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 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 17 May 2023 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 04.05.2023 to 17.05.2023

***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.

Requisition: SVN 2023 132 Information Management Officer (P2) Berlin, Germany (58116559) Released  
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