



International Organization for Migration (IOM)

The UN Migration Agency

Open to Internal and External Candidates **SPECIAL VACANCY NOTICE**

Position Title : **Data Analysis Assistant**
Duty Station : **Nuremberg, Germany**
Reference Code : **SVN-DE1-2019-02**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **Special-Short-Term Contract (40 hrs/ week)**
(until 31 December 2019, with possibility of extension)
Estimated Start Date : **As soon as possible**
Closing Date : **15 February 2019**

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.

Context:

Under the overall guidance of the Chief of Mission, the overall supervision of the National Programme Manager and Liaison Officer and under the direct supervision of the Senior Project Assistant (Researcher) and in close cooperation with Project Managers and other relevant units, the incumbent is responsible of data collection as well as analysing and presenting data from the AVRR and other relevant datasets as appropriate.

Core Functions / Responsibilities:

- Facilitates the analysis of data by conceptualizing and implementing tools for the compilation and visualisation of data sources for internal and external purposes and supports the supervisor in the conceptualization and preparation of quantitative and quantitative data collection;
- Respond to questions from donors on queries pertaining to statistical reports and data analysis;
- Conducts data cleaning and analysis on migrant flows from internal and external quantitative and qualitative sources by using relevant statistical models and submits the outcome of the analysis to the Senior Project Assistant (Researcher) for review;
- Contributes to the development of data driven decision-making models in the mission by providing ad hoc data input based on the most updated information;
- Prepares visual presentations of data for various project related reports and assists in the preparation of final reports;

- Respond to questions and explain general requirements in relation to the internal and external data inquiries in coordination with the unit coordinator, project management and the media and communication unit;
- Provides clerical support to other relevant tasks in the area of information management and data analysis as assigned by or as agreed upon with the unit coordinator;
- Prepares and processes internal and external data for further time series analysis in the context of migration flow to and from Germany by using relevant data analysis software and tools;
- Performs any other duties as may be assigned by the COM or the intermediate supervisor.

Required Qualifications and Experience

Education

- University Degree in Political and Social Sciences, Development Studies, Statistics, Economics or a related field from an accredited academic institution with at least two years of professional experience

OR

- Completed High School degree from an accredited academic institution, with at least four years of relevant professional experience.

Experience

- Experience in primary and secondary quantitative and academic research and the management of research studies;
- Knowledge of advanced statistical methods and experience in data collection;
- Expertise in descriptive statistics, analysing and visualizing statistical data;
- Experience in research on migration and knowledge of German and EU migration policies, with a focus on Assisted Voluntary Return and Reintegration is an added advantage;
- Experience of working with international organizations is an advantage;
- Demonstrated proficiency with data analysis software STATA/SPSS is required;
- Proficiency with data visualisation software like Tableau or PowerBi is an advantage;
- Practical experience of how to multi-task, prioritize and work independently;
- Demonstrated proficiency with Microsoft Office applications, including Excel and PowerPoint is required.

Languages

Fluent knowledge of English and German; knowledge of other official IOM language is an advantage.

Required 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.

Core Competencies

- 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](#).

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.

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

How to apply:

Interested candidates are invited to submit their application including a cover letter not exceeding more than one page, CV and relevant certificates and references by email to lrauscher@iom.int. Due to the volume of applications received, IOM Germany Human Resources will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

Posting period:

From 01 February 2019 to 15 February 2019

Contact

International Organization for Migration / Germany

Human Resources

Ms Lisa Rauscher

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