



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Data Processing Assistant**
Duty Station : **Nuremberg, Germany**
Reference Code : **VN-DE1-2018-13**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **One Year Fixed Term**
Estimated Start Date : **01 April 2018**
Closing Date : **16 March 2018**

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 and under the direct supervision of the Head of Admin/Finance Resource Management and in coordination with the Data Analysis Assistant (Coordinator) and in close cooperation with Project Managers and other relevant units, the incumbent will perform the following duties and responsibilities:

Core Functions / Responsibilities:

- Prepares AVR related statistical information and distributes them regularly to the donor and counterparts
- Provides response to ad-hoc AVR related statistics requests
- Prepares specific donor and AVR related statistics and processes data using statistical techniques and provides ongoing reports
- Assists in compiling, preparing, cleaning and managing data sets
- Assists Operational staff in resolving technical issues related to IOM's in-house electronic application
- Monitors data quality in IOM's in-house electronic application and ensures that necessary corrections of entered data are made in coordination with operational case workers

- Develops and adjusts local configuration of IOM's in-house electronic application according to the donors' requirements and in coordination with direct supervisor
- Provides support for other relevant tasks in the area of information management and data analysis as assigned by the direct supervisor
- Performs any other duties that may be assigned by the immediate supervisor and/or CoM.

Required Qualifications and Experience

Education

- University degree in Statistical Science or Information Technology or a related field from an accredited academic institution, with at least two years of relevant professional experience, preferably in similar roles

OR

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

Experience

- Strong background and proven track record in statistics analysis;
- Demonstrated proficiency with Microsoft Office applications, including Excel, Access and PowerPoint is required;
- Previous experience of visualizing data (applied knowledge of Power BI, Tableau and Adobe Illustrator or a comparable tool);
- Practical experience of how to multi-task, prioritize and work independently;
- Knowledge of SQL reporting services is an advantage;
- Familiarity with German Asylum and Foreigners' regulations and EU grant guidelines an advantage.

Languages

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

Required Competencies

- Accountability – takes responsibility for action and manages constructive criticisms;
- Client Orientation – works effectively well with client and stakeholders;
- Continuous Learning – promotes continuous learning for self and others;
- Communication – listens and communicates clearly, adapting delivery to the audience;
- Creativity and Initiative – actively seeks new ways of improving programmes or services;

- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter;
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation;

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 HRDGermany@iom.int (max.5MB). 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 March 2018 to 15 March 2018