



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Information Management Assistant
(Specialist Report Developer)**
Duty Station : **Nuremberg, Germany**
Reference Code : **VN-DE1-2018-45-EXT**
Classification : General Service Staff, Grade G5
Type of Appointment : **One Year Fixed Term Contract (40hrs/week)**
Estimated Start Date : **As soon as possible**
Closing Date : **16 January 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 (CoM) and under the direct supervision of the National Resource Management Officer of IOM Germany and in coordination with the Business Process/Data Analysis Coordinator, the incumbent is responsible to provide technical support in design and development of reports and the review and documentation of the existing ones.

Core Functions / Responsibilities:

- Responsible for creating and designing of reports in a clear and concise format from IOM databases using MS Reporting Services, MS Access, and other reporting tools using multiple database sources in support of the mission and its programmatic needs;
- Coordinate with report stakeholders to elicit and document reporting requirements and propose appropriate solutions;
- Develop ad-hoc queries and stored procedures for data mining and data validation;
- Responsible for troubleshooting and maintenance of existing reports and resolving problems when they arise;

- Responsible for testing and quality assurance support for reports implemented in IOM Germany;
- Ensure Tier-1 end user support related to reporting components and resolving problematic technical issues;
- Prepare user manuals and other documentation for the reports. The development and implementation of standards, procedures, and all required controls for reporting development as needed;
- Maintain and ensure confidentiality of data in accordance with IOM Data protection rules and principles as guided by the IOM standards of conduct;
- Provides support to other relevant tasks in the area of information management as assigned by the direct supervisor;
- Monitors AVRR related statistical data quality; ensures that necessary corrections of entered data are made in coordination with operational case workers;
- Performs any other duties that may be assigned by the immediate supervisor and/or CoM.

Required Qualifications and Experience

Education

- University degree in computer science or a combination of relevant education and professional experience;
- A minimum of 5 years of experience in working with SQL server environments using SQL reporting.

Experience

- Solid technical knowledge of Microsoft SQL Server 2008 or better, SQL Reports Server, and MS Access. Experience in using SSMS;
- Knowledge of Microsoft Visual Studio 2010 or better, Power BI, Tableau;
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint is required;
- Excellent communication skills, strong interpersonal and organizational skills. Commitment, reliability, efficiency, flexibility, self-motivation, respect for diversity and creative thinking. Capacity to coach individuals, to work effectively and harmoniously with colleagues within a team from varied cultures and professional backgrounds;
- Experience working with specialized international agencies (UN Agencies, International Organisations, and International NGOs) and in complex operations, including conflict and post-conflict situations preferred.

Languages

Excellent knowledge of spoken and written German and English. Knowledge of other official IOM language is an advantage.

Required Competencies

The incumbent is expected to demonstrate the following 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 – behavioural indicators *level 1*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- 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/work permit for Germany or fulfilling the criteria for an EU blue card 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. 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 02 January 2019 to 16 January 2019

Contact

International Organization for Migration / Germany

Human Resources

Lisa Rauscher

Email: HRDGermany@iom.int