



IOM International Organization for Migration
سازمان بین المللی مهاجرت
د مهاجرت نړیوال سازمان

VACANCY NOTICE

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Title: DTM Database Assistant
Location: Kabul
Duration: 6 months with possibility of extension
Vacancy No VN-KBL-027/17
Grade: As per organization salary scale
No. Position: 1
Gender: (Male or Female) (Female candidates are highly encouraged to apply)
Contract Type: Out-Sourced through private sector
Date: 16 July 2017
Closing Date 30 July 2017

Background:

Under the direct supervision of the Database Developer, the **Database Assistant** will be responsible for overseeing all aspects of the development and implementation of DTM databases and application systems. As well as on the following activities.

Duties and Responsibilities:

1. Develop, implement and administer database information systems to gather and process information required for DTM implementation.
2. Provide user support, guidelines, training materials, and training sessions on the deployment, use, operation, and maintenance of databases and data collection systems to government authorities, programme staff, and implementing partners.
3. Support in managing and training of the data entry clerks to ensure the quality of data entered into IOM databases.
4. Visit field offices to provide technical support to the data entry clerks. Participate in field operations to support data entry process.
5. Support the reporting and analysis of data. Ensure data consistency and provide statistical information and mapping.
6. Develop and implement proper backup, restore, data validation, and security procedures to ensure data integrity and availability
7. Verify the information and accuracy of the data in the system and ensure that figures entered into the system are the same as captured on the forms during the field assessment.
8. In coordination with the DTM Operation Officer, organize briefing/debriefing sessions with the Data Entry Clerks to better monitor data collection issues encountered in the field and make propositions of adjustments if necessary;
9. Participate in the revision of the tools and training of the Data Entry Clerks, when needed;
10. Communicate with IM team for any technical troubles or issues keeping the DTM Operation Officer in the loop. Conduct data quality check; communicate results to the Provincial Team Leader, and as necessary coordinate with the Data Entry Clerk team to solve the identified

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issues.

11. Ensure of proper archiving/saving of the data encoding data and of the maintenance of the equipment used in the field as per established procedures.
12. Respect IOM's Data Protection Principles;
13. Perform other duties as they might be assigned.

IV. COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioural competencies

Behavioural

- Ability to work with flexibility and integrity;
- Ability to work independently, with excellent organizational and multi-tasking skills;
- Ability to work in challenging settings, under pressure while respecting tight deadlines;
- Detail-oriented, reliable and high sense of responsibility
- Capacity to learn and gain new competencies, while accepting/giving constructive criticism

Accountability

- Accepts and gives constructive criticism.
- Follows all relevant procedures, processes, and policies.
- Meets deadline, cost, and quality requirements for outputs.
- Monitors own work to correct errors.
- Takes responsibility for meeting commitments and for any shortcomings.

Client Orientation

- Identifies the immediate and peripheral clients of own work.
- Establishes and maintains effective working relationships with clients.
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries.

Continuous Learning

- Contributes to colleagues' learning.
- Demonstrates interest in improving relevant skills.
- Demonstrates interest in acquiring skills relevant to other functional areas.
- Keeps abreast of developments in own professional area.

Communication

- Actively shares relevant information.
- Clearly communicates, and listens to feedback on, changing priorities and procedures.
- Writes clearly and effectively, adjusting wording to the intended audience.
- Listens effectively and communicates clearly, adapting delivery to the audience.

Creativity and Initiative

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- Proactively develops new ways to resolve problems.
- Leadership and Negotiation
- Shares and convinces others to share resources
- Presents goals as shared interests.

Performance Management

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Planning and Organizing
- Sets clear and achievable goals consistent with agreed priorities for self and others.
- Identifies priority activities and assignments for self and others.
- Develops strategic vision for IOM within area of responsibility.
- Organizes and documents work to allow for planned and unplanned handovers.
- Identifies risks and makes contingency plans.

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment.
- Contributes to, and follows team objectives.
- Gives credit where credit is due.
- Seeks input and feedback from others.
- Delegates tasks and responsibilities as appropriate.
- Actively supports and implements final group decisions.
- Takes joint responsibility for team's work.

Technological Awareness

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work.

Technical

- Ability to verify, clean and process data

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- Good typing skills, at least 40 words per minute
- Computer knowledge use including Microsoft Office, Access, Google Earth and ability to use internet and email;
- Knowledge of Open Data Kit (ODK) and online database application data entry applications and use of PDAs
- Good knowledge of the geography of Governorate
- Familiarity with mobile data collection technologies and GPS an advantage

V. EDUCATION AND EXPERIENCE

1. Diploma in IT, Computer Science
2. Experience in data/information management, preferably in crisis and humanitarian situations
3. Experience with International Organizations, INGO or LNGOs is an advantage

VI. LANGUAGES	
Required	
English, Dari, Pashto	Fluent
Advantageous	
ANY OTHER LOCAL OR UN LANGUAGE	

Method of Application:

Interested applicants are invited to send curriculum vitae by the following e-mail address: career.ctg@gmail.com; applications4@iom.int and SSADAT@iom.int by **30 July 2017** latest, referring to this advertisement quoting the above vacancy notice number. Candidates holding IOM contract should submit the internal application form. Sending curriculum vitae to both e-mail addresses are mandatory, applicants who failed to do so will not be considered.

Note: We do not accept hard copies.