



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

VACANCY NOTICE

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Title: Data Entry Clerk
Location: Logar Province
Duration: 3 months with possibility of extension
Vacancy No VN-KBL-029/17
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: 20 July 2017
Closing Date 27 July 2017

II. ORGANIZATIONAL CONTEXT AND SCOPE

The International Organization for Migration in Afghanistan implements multi-donor projects or programmes that deploy data management initiatives to support its operational processes towards the provision of humanitarian assistance and capacity building of Afghan government and ministries. The Displacement Tracking Matrix (DTM) is IOM's information management system to track and monitor population displacement during crises, the DTM is composed of a variety of tools and processes. The objective of the Three months DTM activity in Afghanistan is to collect structured data through two rounds of a two-layered assessment (B1 and B2) to obtain in-depth information on population categories, mobility (incl. directions), reasons for mobility and immediate needs.

The Data Entry Clerk is under the direct supervision of the Provincial Team Leader, the Data Entry Clerk will support the data management needs of the mission. In particular, he/she will:

III. RESPONSIBILITIES AND ACCOUNTABILITIES

Duties and Responsibilities:

1. Receive, collect, record and organize all forms/questionnaires and other relevant information handed over by the relevant program.
2. Prepare, enter and analyze data received from mission units, sub-offices and implementing partners into its corresponding database;
3. Operate databases currently being implemented by the mission and verify the data and accuracy of the data in the physical forms/questionnaire and clean it before processing it into IOM's database system.
4. Ensure that figures entered into the system are the same provided by the Key informant during the filed data collection.

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5. Identify inconsistencies, inaccuracies and omissions in data submitted by district focal points and communicate proactively with them to ensure accurate data submission.
6. Develop and demonstrate a thorough understanding of the programme procedures being supported by the database systems;
7. Resolve data entry issues and advise on common challenges and questions in coordination with other team members;
8. Ensure of proper archiving/saving of the data collected and of the maintenance of the equipment used in the field as per established procedures, as well as to ensure effectively file hardcopies of assessments in an easy-to-retrieve manner.
9. Travel to sub-offices as required providing guidance on data entry and system use, and to participate in field operations to support data collection process, as well as to ensure data is transferred in due time into the database application
10. Perform other duties as assigned.

IV. COMPETENCIES

- Must have working proficiency of the English language.
- Experience in previous data entry position in an international organization an advantage.
- Must have demonstrated knowledge of Microsoft Word products: Excel, Word and PowerPoint.
- Knowledge in Microsoft Excel reporting an advantage

Behavioural

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

- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Presents goals as shared interests

Performance Management

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- 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

- Correctly applies knowledge of specialized IT disciplines
- 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

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Emergency and Crisis

- Works effectively in high-pressure, rapidly changing environments
- Coordinates actions with emergency response actors and making use of coordination structures
- Supports adequate levels of information sharing between internal units, cluster partners, IOM and other emergency response actors

Technical

- Must have demonstrated knowledge of Microsoft Word products: Excel, Word and PowerPoint.
- Knowledge in Microsoft Excel reporting an advantage.

V. EDUCATION AND EXPERIENCE

- Completed university degree in Geographic Information Systems, Information Technology, Computer Science, Engineering or any relevant discipline from an accredited academic institution.
- Minimum three years of experience in data entry.
- Experience with databases using SQL including construction and macro development is desired
- Understanding of Microsoft SQL Server, MySQL and database systems and architectures;
- Solid experience in data analysis using MS Excel
- Previous experience in liaising with the Afghan Government, UN agencies, NGOs and military counterparts is an asset.

VI. LANGUAGES

Required: Fluent English and Dari/Pashto

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 and applications4@iom.int by **27 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.

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