IOM International Organization for Migration

سـازمـان بیـن المللـی مهـــاجــــرت

د مهـــاجـرت نړیـوال ســـازمـــــان

VACANCY NOTICE

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Title: District Focal Point (DFP)
Location: Logar Province
Duration: 3 months with possibility of extension
Vacancy No   VN-KBL-030/17
Grade: As per organization salary scale
No. Position: 3
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 District Focal Points (DFP) would be under the direct supervision of the Provincial Team Leader, the DFP will be responsible of the following activities, according to the procedures and training provided by IOM:

III. RESPONSIBILITIES AND ACCOUNTABILITIES

Duties and Responsibilities:

1. Identify reliable sources of information/key informants (KI) to collect relevant, correct and realistic data of the population in the targeted area;
2. After completing the required training, conduct DTM survey, in a designated geographical area, according to the weekly or monthly plan led by the DTM Provincial Team Leader
3. Assess the situation in collective centers and other IDPs locations through direct observation and triangulate the information to facilitate its analysis;
4. Ensure of the quality of the information collected by systematically verify and correct the questionnaire/form at the end of the interview/registration;

5. Share all the surveys with the Data processing Assistant assigned by the Province Team Leader and make sure the delivery , and to follow up on any inputs shared by the Data processing Assistant, Correct the surveys based on the Coordinator's feedback in line with the information received from KI and send back to Data processing Assistant again.
6. Liaise and build a good relationship with different data's sources, in his/her designated geographical area, including but not limited to various humanitarian partners NGOs, governmental partners, displaced and host communities in the field. ;
7. Inform the Team Leader on the sudden population movement and any incidents which may affect the population existing in his geographical area of responsibility;
8. Supervise and provide needed support to all enumerators under his/her area of responsibility.
9. Report on a daily basis on the activities conducted and the realities/issues encountered to the province Team Leader and make relevant recommendations;
10. Send all the Financial and administrative related documents on time
11. Respect and follow IOM's Data Protection Principles;
12. Perform other duties as they might be assigned.

IV. COMPETENCIES

- Ability to listen and work with flexibility and integrity
- Ability to be proactive, with common sense and good interpersonal skills
- Ability to work within a team in difficult environments, under pressure
- Capacity to learn and gain new competencies, while accepting/giving constructive criticism

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

- Shares and 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.

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.

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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.