



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

VACANCY NOTICE

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Title: Software Quality Assurance Assistant
Location: Kabul
Duration: 6 months with possibility of extension
Vacancy No VN-KBL-123/17
Grade: G4
No. Position: 1
Gender: (Male or Female) (Female candidates are highly encouraged to apply)
Date: 21 November, 2017
Closing Date 04 December, 2017

I. ORGANIZATIONAL CONTEXT AND SCOPE

Under the overall supervision of the Migration Management Officer, and technical oversight of the Information Management Officer the candidate is responsible for effective support to and implementation of IOM Afghanistan's Strengthening Government Capacity in Identity Verification and Travel Document Examination project. In particular, he/she is responsible for:

III. RESPONSIBILITIES AND ACCOUNTABILITIES

1. Assist with upgrading the digitalisation software of the ACCRA digitalization office to increase the efficiency of the digitalization process
2. Support the digitalisation database maintenance
3. Assist the development and deployment of the Identity Verification Platform and provide support with necessary maintenance assistance for the Identity Verification Platform.
4. Assist in preparation of business requirement documentation, training materials and in informal translation to Dari and / or Pashto
5. Adhere to data protection policies and procedures put in place for requests for data changes, access and general database use.
6. Conduct user training in database operations and user maintenance and is able to self-organize to support multi-programme database needs
7. Ensure strict quality control during data entry and is able to make rectifications to format errors, spelling or grammar mistakes duplicate entries as needed;
8. Conduct data clean-up and database maintenance in coordination with business users and other team members;
9. Schedule and conduct software reviews and tests
10. Report to the management on quality statistics
11. Support user acceptance test
12. Recommend software quality improvements
13. Validate user documentation
14. Perform other duties as assigned

IOM Kabul

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Email: iomkabul@iom.int Internet: www.iom.int

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
- 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

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
- 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
- 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
- Works effectively in high-pressure, rapidly changing environments

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

V. EDUCATION AND EXPERIENCE

- Graduate of a university degree in Computer Science or any related IT field.
- At least 2 years of professional experience in data modeling and programming preferably with documented experience of using system analysis methods and data modeling tools;
- Excellent understanding on PHP, MYSQL, .NET framework, ASP.NET, C#
- Excellent understanding of SQL 2000/2005/2008 and MySQL database systems and architectures

- Experience in Reporting Services

Experience working with specialized international agencies (UN Agencies, International Organizations, and International NGOs) and in complex operations, including conflict and post-conflict situations a distinct advantage.

VI. LANGUAGES	
Required	
<ul style="list-style-type: none"> • English and Dari (Fluent) 	Pashto
Advantageous	
<ul style="list-style-type: none"> • Pashto 	

Method of Application:

Interested applicants are invited to send their curriculum vitae (CV) to the following e-mail address: applications4@iom.int No later than **04 December 2017**, referring to this advertisement quoting the above vacancy notice number. Candidates holding IOM contracts should submit the internal application form. Sending your curriculum vitae to the given e-mail address is mandatory, applicants who fail to do so will not be considered.

(Female candidates are highly encouraged to apply)

Note: We do not accept hard copies.