

Job Description

Introduction

Established in 1951, IOM is a Related Organization of the United Nations and the leading UN agency in the field of migration. Working closely with governmental, intergovernmental, and non-governmental partners, IOM promotes humane and orderly migration for the benefit of all. It saves lives and protects people on the move, drives solutions to displacement, and facilitates pathways for regular migration, while providing services and advice to governments and migrants.

IOM is committed to fostering a respectful, inclusive, and supportive workplace where all employees can thrive professionally and feel valued. By creating such an environment, IOM aims to better harness the full potential of migration and strengthen its support to people on the move.

IOM invites candidates from diverse backgrounds to apply and provides reasonable accommodation throughout the recruitment process when required. Learn more about IOM's workplace culture at [IOM workplace culture | International Organization for Migration](#).

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates, as well as applications from the non-represented member countries of IOM. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following IOM Member States that are not represented among staff members in the Professional and higher categories:

Bahamas, Barbados, Comoros, Congo (the), Cook Islands, Dominica, Federated States of Micronesia, Grenada, Guinea-Bissau, Holy See, Iceland, Israel, Kiribati, Marshall Islands, Namibia, Nauru, Palau, Saint Kitts and Nevis, Saint Lucia, Samoa, Sao Tome and Principe,

Seychelles, Solomon Islands, Suriname, Timor-Leste, Tonga, Trinidad and Tobago, Tuvalu, Vanuatu

Second-tier candidates include:

All external candidates, except candidates from non-represented member states of IOM.

Organizational Context and Scope

The International Organization for Migration (IOM) has been operational in the Central African Republic (CAR) since 2006, working in close collaboration with the Government of CAR (GoCAR), United Nations agencies, Civil Society Organizations (CSOs), and international partners to address the complex migration, humanitarian, and development challenges exacerbated by decades of conflict, displacement, and instability.

IOM in CAR is expanding its operational scope to meet growing challenges with a comprehensive, multi-sectoral response, including

- Humanitarian Assistance and Protection: Delivering lifesaving aid (shelter, Water, Sanitation and Hygiene (WASH), health, Non-Food Items (NFIs) and protection services to Internally Displaced Persons (IDPs), returnees, refugees, and vulnerable migrants, including Gender-Based Violence (GBV) prevention, child protection, and anti-trafficking support.
- Displacement Tracking and Data Management: Deploying the Displacement Tracking Matrix (DTM) to provide real-time mobility and needs assessments, informing humanitarian response and policy decisions.
- Migration Governance and Policy Support: Strengthening GoCAR's capacity to manage migration through legal frameworks, border management, and regional cooperation, while advocating for rights-based migration policies.
- Community Stabilization and Resilience: Implementing quick-impact projects (infrastructure, livelihoods, social cohesion) to reduce tensions and foster inclusive recovery in displacement-affected areas.
- Reintegration and Recovery: Supporting sustainable return and reintegration of displaced populations through socio-economic programs, psychosocial support, and HLP rights advocacy.

Under the overall supervision of the Head of the Humanitarian Response Unit, the direct supervision of the DTM officer in IOM CAR and in close coordination with the DTM Regional Data Hub for West and Central Africa, as well as the DTM team in headquarters, the Database Officer will be responsible and accountable for carrying out all assigned aspects of implementation, information management and reporting of the IOM DTM activities in relation to migration and displacement, contributing to the effectiveness of the mission's knowledge

management on what relates to database efficiency and consistency as well as the quality of its corresponding analytical and reporting outputs.

Responsibilities

Responsibilities and Accountabilities

1. Under the supervision of the DTM officer, provide technical and methodological support for the implementation of DTM operations such as Flow Monitoring, Mobility Tracking, Surveys, Registration and other activities where relevant.
2. Perform systematic data quality control and consistency checks throughout the data cycle, including tool validation, field monitoring, daily data checks, outlier detection, cleaning, coding, triangulation and validation of quantitative and qualitative findings ensuring the application of the DTM methodology and standards as well as validation of tools and datasets through the DTM data validator and datakit.
3. Compile and aggregate information elements required to produce standardized information products to support the production of country DTM reports.
4. Develop and maintain DTM CAR knowledge management repositories aimed at supporting project implementation, including automated data processing, analysis and visualisation workflows using Python, R, Stata, SQL, Power BI or other relevant software to improve efficiency, reproducibility and quality of analytical outputs.
5. Provide trainings and workshops to DTM staff, enumerators and external partners where needed, and this includes sessions on data collection standards, mobile data collection, database management, data cleaning, analysis, reporting, Geographic Information System (GIS)/information management products and responsible data use.
6. Coordinate the production and review through established quality assurance process of DTM information products which include Situation Reports, datasets, maps, profiles, analysis, dashboards, reports, etc. to ensure the timely and accurate dissemination of information to partners.
7. Coordinate the production of visuals for information products, that includes data analysis and GIS products, and validate the product through established quality assurance process with existing datasets.
8. Under the supervision of the DTM officer, collaborate with relevant government authorities, UN agencies, NGOs, think tanks, implementing partners, and other stakeholders on issues relevant to DTM projects to facilitate harmonised data collection, responsible data sharing and the operational use of evidence. Participate in relevant meetings where assigned.
9. Actively contribute and effectively liaise with relevant Information Management working groups and engage in sub-cluster meetings such as Camp Coordination and Camp Management (CCCM) and Inter-Cluster Coordination Group (ICCG), to strengthen and expand DTM and IOM's presence related to data management and policy-oriented research.
10. Ensure the application of IOM's data protection principles and best practices on humanitarian data protection and ethical use of data across all DTM data management, sharing and dissemination activities.

11. Liaise with the Regional Office, the Regional Data Hub, DTM global support teams and relevant HQ units on methodological standards, database architecture, server-related matters, data protection, indicator harmonisation and corporate reporting requirements.
12. Facilitate the mainstreaming of cross cutting and mainstreaming issues including on disability inclusion, protection mainstreaming, Accountability to the Affected Population (AAP), gender perspectives and attention to specific women/girl's and children's rights issues (vulnerable groups) within DTM activities.
13. Perform such other duties as may be assigned.

Qualifications

Required Qualifications and Experience

Education

- Master's degree in Computer Science, Engineering, Mathematics/Statistics, Data Visualization, Economics, or a related field from an accredited academic institution with a minimum of two years of relevant professional experience, or;
- Bachelor's degree in the above-mentioned fields with four years of relevant professional experience.

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

Expérience

- Experience in Information Management, management and coordination of information flows, statistical information analyses, data management including collection, storing, processing, and analyzing data to generate information products; previous experience with DTM is an advantage;
- Experience in designing and formulating IM-related technical requirements and Operating Procedures;
- Experience implementing data collection activities in a hardship duty station is a strong advantage;
- Experience working in a similar field with the UN or an international organization, especially in the area of human mobility, is an advantage;
- Experience working with the cluster system is an advantage;
- Experience in web design and software development is an asset;
- Strong knowledge of mobile data collection tools, Kobo Toolbox data structure;
- Experience writing technical requirements documents, translating/planning specifications to technical briefs for data capture/analysis; and,
- Practical experience of how to multi-task, prioritize, and work independently.

Skills

- Ability to use relevant software such as Python, R, Stata, MapInfo, SPSS, EpiInfo6, SQL Server, and/or proGres;
- Ability to use HTML, PHP, ASP and/or Java is an asset;
- The ability to use data visualization software like Power BI, Tableau, and others is an advantage;
- Ability and willingness to work in difficult areas/situations, previous experience in the region is an advantage; and,
- Practical experience of how to multi-task, prioritize, and work independently.

Languages

For this position, fluency in English and French is required (oral and written).

Working knowledge of another official UN languages (Arabic, Chinese, Russian, and Spanish) is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Required Competencies

IOM's competency framework can be found at this [link](#). Competencies will be assessed during the selection process.

Values - all IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected, and fairly treated.

Core Competencies – behavioural indicators Level 2

- **Teamwork:** Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** Produces and delivers quality results in a service-oriented and timely manner. Is action-oriented and committed to achieving agreed outcomes.
- **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 actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring, and motivational way.

Managerial Competencies – behavioural indicators Level 2

- **Leadership:** Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.