

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, WASH, health, NFIs) and protection services to IDPs, returnees, refugees, and vulnerable migrants, including 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 Chief of Mission and direct supervision of the Head of the Humanitarian Response Unit, and in coordination with relevant units, especially DTM support teams in Headquarters (HQs) and Regional Office (RO), and the IOM Community Stabilisation team in country, the Project Coordinator (Displacement Tracking Matrix (DTM)) will be responsible and accountable for the management and coordination of the Displacement Tracking Matrix (DTM) Programme and other Information Management (IM) and research projects related to population movements and mobility across the country.

Responsibilities

Responsibilities and Accountabilities

1. Manage the Displacement Tracking Matrix (DTM) Programme, including emergency related tracking and monitoring of internally displaced persons (IDPs) and returnees;
2. Set up DTM mechanisms, including flow monitoring, site assessments and other information gathering systems as defined within the DTM Methodological Framework. Develop/adapt population tracking methodologies and other assessments, dissemination and information tools to fit the context and meet the information needs. Design IM packages to support emergency coordination bodies as needed;
3. Provide timely analysis of available data and produce regular reports, guidelines, lessons learnt, and other information outputs of DTM results for dissemination to other office's units, government counterparts and humanitarian partners;
4. Oversee field data collection through field enumeration teams as well as the DTM unit staff and information management operations including through both the database officer and the data and GIS mapping officer. Supervise the correlation of data collected to facilitate the mapping and analysis of displacement and return data for all the relevant programmes in the mission;
5. Coordinate the design and implementation of assessments and thematic surveys as per programme needs in coordination with the relevant internal and external entity, promote their dissemination and usage among humanitarian and governmental stakeholders;
6. Develop, coordinate, and deliver trainings on the methodology and operations for IOM staff, operational partners, NGOs, and government authorities;
7. Ensure the integration 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;
8. Ensure the integration of IOM's data protection principles and best practices on humanitarian data protection and ethical use of data across all Displacement Tracking Matrix (DTM) data management, sharing and dissemination activities. Bring issues of non-compliance to the attention of the supervisor;
9. Manage logistical and administrative arrangements for DTM implementation and reporting; ensure constant updates to work plans, expenditures, and budget allocations. Provide information and assist with arrangements required for the recruitment of project staff and service providers;
10. Develop and maintain operational partnerships with authorities, service providers, agencies, and NGO partners for the proper implementation of DTM activities at all levels. Support relationship-building/enhancement with UN agencies, clusters and inter-cluster bodies, international NGOs, and others for improving the quality and relevance of information analysis;
11. Participate in relevant meetings and undertake duty travel relating to project/programme assessment, liaison with counterparts, problem solving, negotiations with donors, fundraising and new project/programme ideas development;
12. Provide guidance and supervision to staff; monitor staff activities to ensure quality control and adherence to the methodology and the timeframe;

13. Contribute to resource mobilization for DTM programming and ensure donor reporting requirements are met.
14. Perform such other duties as may be assigned.

Qualifications

Required Qualifications and Experience

Education

- Master's degree in Computer Science, Social Sciences, Information Management or a related field from an accredited academic institution with five years of relevant professional experience; or
- University degree in the above fields with seven years of relevant professional experience.

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

Experience

- Experience in project development, management, implementation, coordination, monitoring and evaluation;
- Experience in Information Management or Disaster Risk management;
- Experience in the development and implementation of population database a distinct advantage;
- Working experience in the region is an asset;
- Experience in the field of emergency response and humanitarian assistance and the implementation of early recovery activities;
- Experience at the international level with specialized international agencies (UN agencies, international organizations, and international specialized NGOs) and in complex humanitarian operations; and,
- Knowledge of UN, IOM, international organizations' and NGOs mandates and programmes in the area of humanitarian assistance to IDPs and conflict affected populations.

Skills

- Solid computer skills, including proficiency in MS Office package (Excel, PowerPoint, Outlook);
- Knowledge of graphic design using Adobe suite of tools; and,
- Expertise of data collection tools e.g. Kobo and ODK.

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, if with direct reports

- **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.