



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Information Management Assistant
Position grade	G4-S1
Duty station	Country Office, IOM Costa Rica
Position number	TBD
Job family	Operations
Organizational unit	10007937
Is this a Regional, HQ, MAC, PAC, Liaison Office, or Country Office based position?	Country Office
Position rated on	March, 2022
Reports directly to	20071152
Number of Direct Reports	0
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>The Regional Program on Migration (Mesoamerica), funded by the US State Departments' Bureau of Population, Refugees and Migration (PRM), seeks to improve the capacities of countries in Central America, the Caribbean and Mexico, to govern migration in a humane and sustainable manner. The Program has four pillars: migration governance, regional dialogue and partnerships, migration crisis management and communication for development.</p> <p>Under the general supervision of the National Coordinator of the Regional Program on Migration and the direct supervision of the Senior Information Management Assistant, the Information Management Assistant will be responsible for executing the following tasks:</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none">1. Assist in the implementation and monitoring of The Regional Program on Migration's information management activities.2. Support the development of methodologies and tools for data collection and analysis that contribute to the program's information management.3. Assist in the development of statistical reports on performance of the program's information windows/CMM's initiative.4. Support the development of training programs to support the information management of key program counterparts.5. Assist in the basic editing of institutional and promotional videos.6. Conduct and coordinate visits to monitor and evaluate the program's information management activities at the national level, when required.	

<ol style="list-style-type: none"> 7. Support in the systematization of internal program information, develop materials and promote their distribution with counterparts and potential donors. 8. Promote the adoption and application of a gender and human rights-based approach in the design and implementation of the Program's information management activities. 9. Other duties as assigned by the Senior Information Management Assistant, according to his/her professional capabilities. 	
IV. REQUIRED QUALIFICATIONS AND EXPERIENCE	
EDUCATION	
<p>High School Degree with four years of relevant experience.</p> <p>Bachelor's degree in information management, statistics, IT, business informatics, computer science, geography, cartography or other related fields.</p>	
EXPERIENCE	
<p>Minimum 2 years practical and hands-on experience in the development, implementation, and execution of information management strategies and database management.</p>	
SKILLS	
<ul style="list-style-type: none"> • Familiarity or understanding of international organizations or non-governmental organizations • General migration studies would be an advantage. 	
V. LANGUAGES	
Required <i>(Specify the required knowledge)</i>	Desirable
Fluency in English and Spanish (oral and written).	French
VI. COMPETENCIES¹	
<p>The incumbent is expected to demonstrate the following values and competencies:</p> <p>Values - all IOM staff members must abide by and demonstrate these three values:</p> <ul style="list-style-type: none"> • <u>Inclusion and respect for diversity</u>: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. • <u>Integrity and transparency</u>: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct. 	

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

- Professionalism: demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioral indicators *level 3*

- 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

SIGNATURES:

1ST LEVEL SUPERVISOR

DATE

2ND LEVEL SUPERVISOR

DATE

The candidate should send his/her application through the following email cosanjosevacancies2@iom.int , using as Subject “SVN-2022-007 Information Management Assistant - G4”.

The application must include:

- Curriculum with three references.
- Letter of interest.
- In case of receiving applications from foreigners living in Costa Rica, they must submit their work permit.

Candidates must submit their offer by May 13, 2022. No applications will be considered after this date. Shortlisted candidates will be invited to an interview.