



International Organization for Migration (IOM)  
The UN Migration Agency

## **POST DESCRIPTION**

<b>I. POSITION INFORMATION</b>	
Position title	Information Management and GIS Assistant
Position grade	G5
Duty station	San José, Costa Rica
Position number	XXXXXXXX
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	September 2021
Reports directly to	20056864
Number of Direct Reports	0
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>The Western Hemisphere Program (WHP), funded by the Population, Refugees and Migration Office (PRM) of the Population Department of the United States, seeks to improve the capacities of the States of Central America, Mexico and the Caribbean for migration management in a humane and sustainable way. The program has four pillars: migration governance, partnerships, migration crises management and communication for development.</p> <p>Under the overall guidance of the WHP Deputy Program Manager and the direct supervision of the Senior Regional IM Assistant, the Information Management and GIS Assistant will be responsible for executing the following tasks:</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<ol style="list-style-type: none"><li>1. Contribute to the implementation of the integrated mechanism for data gathering and Information Management (IM) across WHP activities.</li><li>2. Support on Geographic Information Systems (GIS)-related requirement for data collection and management, surveys and assessments, and maintenance and support of database systems.</li><li>3. Assist in monitoring data collection processes and data management activities, including data mapping, encoding, storing, processing and analysis, in aspects specific to GIS and statistics.</li><li>4. Support in the analysis and interpretation of data and the cross-referencing of variables for reports on the follow-up of migratory flows, presence of migrants and situation monitoring.</li></ol>	

5. Maintain, enter, and render data in tabular tools and produce data tables with data that comes from different platforms of data collection.
6. Performs any other duties as assigned by the immediate supervisor.

#### **IV. REQUIRED QUALIFICATIONS AND EXPERIENCE**

##### **EDUCATION**

- Diploma with at least five years of relevant professional experience.

Or

- Bachelor's degree related to social sciences such as geography, sociology, economics, as well as data analysis and statistics from an accredited institution with at least three years of relevant professional experience.

##### **EXPERIENCE**

Practical and demonstrable experience in data management, especially in database cleaning, storage, updating and management.

Practical and demonstrable experience in GIS analysis, geodatabase administration and cartography design.

Practical and demonstrable experience working in data analysis and interpretation, multiple crossing of variables and elaboration of indicators.

Practical and demonstrable experience in data collection processes through surveys, focus groups, as well as data analysis and sampling processes.

Relevant experience in report writing around information management and research.

Knowledge of migration will be considered an advantage.

##### **SKILLS**

Intermediate knowledge in Geographic Information Systems, specifically ArcGIS software mapping (Desktop or Portal) and/or Qgis.

Basic knowledge in digital applications for data collection such as KoBo Toolbox, ODK, Survey Monkey, Google Forms, Microsoft Forms.

Basic knowledge of RStudio, Stata, SPSS, Microsoft Excel, Microsoft Access, among others.

Basic knowledge of Microsoft Office (Word, PowerPoint and familiarity with Publisher) and Office 365 (Sharepoint, OneDrive and Teams).

V. LANGUAGES	
Required <i>(specify the required knowledge)</i>	Desirable
Fluency in English and Spanish (oral and written).	French
VI. COMPETENCIES <sup>1</sup>	
The incumbent is expected to demonstrate the following values and competencies:	
<p><b>Values</b> - all IOM staff members must abide by and demonstrate these three values:</p> <ul style="list-style-type: none"> <li>• <u>Inclusion and respect for diversity</u>: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.</li> <li>• <u>Integrity and transparency</u>: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.</li> <li>• <u>Professionalism</u>: demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.</li> </ul> <p><b>Core Competencies</b> – behavioural indicators <i>level 3</i></p> <ul style="list-style-type: none"> <li>• <u>Teamwork</u>: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.</li> <li>• <u>Delivering results</u>: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.</li> <li>• <u>Managing and sharing knowledge</u>: continuously seeks to learn, share knowledge and innovate.</li> <li>• <u>Accountability</u>: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.</li> <li>• <u>Communication</u>: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.</li> </ul>	
SIGNATURES:	
1 <sup>ST</sup> LEVEL SUPERVISOR	DATE
2 <sup>ND</sup> LEVEL SUPERVISOR	DATE

<sup>1</sup> Competencies and respective levels should be drawn from the Competency Framework of the Organization.