A picture containing icon

Description automatically generated

**POST DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| I. Position Information | | |
| Position title | Inter – Regional Data Hub | |
| Position grade | Other | |
| Duty station | Dakar, Senegal | |
| Position number |  | |
| Job family |  | |
| Organizational unit | Regional Data Hub | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Regional Office | |
| Position rated on |  | |
| Reports directly to | Head, Regional Data Hub | |
| Number of Direct Reports | N/A | |
| II. Organizational Context and Scope | | |
| **Background Information**  The demand for IOM data and information products on displacement and migration is increasing and highlights the growing interest in harbouring a strong evidence base to support programming, response and policymaking.  The Regional Data Hub (RDH) at IOM’s Regional Office for West and Central Africa (ROWCA) was launched in 2019 to support the development and implementation of data collection initiatives in the Region, produce regional analysis information products, work towards harmonizing regional data and research initiatives within IOM and examine the complexity and diversity of mobility in the Region. One of the RDH’s core functions lies in its direct support to the design, roll out and coordination of the many Displacement Tracking Matrix (DTM) activities in the region. It covers 23 countries and supports the implementation of hundreds of projects.  The volume of data collected through these projects is significant and ranges from data on internal displacement and migration flows (Mobility Tracking, Registration, Solutions and Mobility Index, Flow Monitoring, Departure Area Monitoring Tool, Migrant Presence) to data on voluntary returns completed by IOM Country Offices (Assisted Voluntary Return and Reintegration data), transhumance flows (Transhumance Tracking Tool), missing migrants (Missing Migrants Project), and ad-hoc data collection conducted for specific projects.  In addition, the Region is also rich in migration data collected from a wide range of partners (National Statistics Offices collecting national data on migration, UN Agencies and Non-Governmental Organizations collecting data on thematic aspects of migration and displacement).  **Supervision**  Under the direct supervision of the Head, Regional Data Hub (RDH) and the guidance of the DTM Global Team, the intern will support the work of the RDH within the ROWCA, with a particular focus on DTM activities. In doing so, the successful candidate will be responsible for reporting tasks in the RDH, help in producing regional analysis and products, contribute to the development, design and roll out of DTM activities, coordinate and monitor the timely implementation of DTM activities and production of DTM information products, provide project support on data and research related programmes and activities, and support information management capacity building initiatives of internal and external stakeholders. | | |
| III. Responsibilities and Accountabilities | | |
| 1. **Reporting and analysis**    1. In close coordination with DTM’s Analytics, Knowledge and Output Quality (AKO) Unit at headquarters (HQ), systematically review DTM products drafted by missions in West and Central Africa (WCA), with a particular focus on coherence and accuracy of content as well as the timely publishing of reports by country offices when they are due; layout and design; adherence to DTM and IOM reporting standards; quality of analysis, both quantitative and qualitative; messaging; and political sensitivities;    2. Support in the drafting of regional reports with the other members of the RDH team, including the “A Region On the Move” Report, the Regional Mobility Mapping, WCA routes through the Sahel, monthly regional dashboards as well as other regional products;    3. Support in the drafting and review of non-DTM information products produced by the Regional Data Hub, including reports by the Missing Migrants Project (MMP), Assistance to Voluntary Returns, and    4. Participate in the development, design and production of regional information products, conducting in-depth analysis of region-wide and sub-regional displacement and migration data and performing narrative analysis, interpretation and extrapolation;    5. Support the development and drafting of reports and other information products produced by DTM Country Offices;    6. Contribute to the harmonization of DTM information products throughout the region and ensure that DTM and IOM reporting guidelines are adhered to; and,    7. Ensure the timely dissemination of products through the RDH’s weekly newsletter. 2. **Support to implementation of DTM activities**    1. Support the design, setup and roll out of DTM activities, in particular by contributing to the development of methodological notes; DTM tools and forms; analysis and reporting plans; information products; and dissemination;    2. Support the development of displacement- and migration-related DTM initiatives and activities in West and Central Africa;    3. Support DTM missions in the adaptation of existing tools and methodologies, the adoption of standardized activities, to fit missions’ contextual needs and requirements;    4. Support the harmonization of DTM methodologies and data collection tools and calendars throughout the Region;    5. Support the development and review of project proposals and donor reports which include DTM and other data related activities;    6. Monitor the timely and correct development and implement of DTM activities in West and Central Africa, with a particular focus on reporting; 3. **Capacity building, training, information Requests, liaison and external relations**    1. Reply to internal and external information requests that relate to IOM’s DTM initiatives and/or relay information requests that relate to country office data or data belonging to other units to the relevant country offices and units, respectively;    2. Liaise HQ with CO colleagues in what relates to reviews, and input requests;    3. Support project proposal development and donor report review.    4. Participate in regional inter-agency information management initiative such as the Regional Information Management Working Group (IMWG) meeting and contribute to the IMWG’s initiatives and work; and, 4. **Perform such other duties as may be assigned**   **Training Components and Learning Elements**   * 1. By being part of the RDH team in Dakar, the intern would benefit from learning about migration topics on the 23 countries part of West and Central Africa   2. The Intern would benefit from learning from a unit that is transversal to the entire structure of IOM, as data cuts across all thematics (protection, emergencies, health, labour, climate change, border management, policy, among others) and its data provides insights into evidence-based policies in all units.   3. The intern would be trained and would enhance their skills in terms of data processing and analysis (cleaning, merging, storing databases), reporting and drafting of reports as well as the design of data collections methodologies.   4. The intern would benefit from learning about migration data in the region, as IOM leads global data collection in projects such as the missing migrants or the transhumance tracking tool. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | * Student or graduate of a master’s or university degree in Social Sciences, Political Science, International Relations, Law, Statistics, Data Science, Geography, Demography, Economics or a related field from an accredited academic institution. | | | |
| Experience | | |
| * Experience in Information Management or Data Management; * Experience in the drafting and review of information products and donor/project reports; * Experience in and knowledge of graphic design is an advantage. | | |
| SKILLS | | |
| * Knowledge of the broad range of migration related subject areas dealt with by the Organization; * Knowledge of and experience with data collection tools, data processing; * Good understanding of the migration and displacement context in West and Central Africa; and, * Knowledge of MS Office and basic software packages; knowledge of ODK, KoboCollect, ArcGIS, InDesign, Adobe Illustrator, SAS and other similar tools is an advantage. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| Fluency in English and French is required (oral and written). | |  |
| VI. Competencies[[1]](#footnote-1) | | |
| The incumbent is expected to demonstrate the following values and competencies:  **Values -** all IOM staff members must abide by and demonstrate these three values:   * Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. * 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.   **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 action and delegated work. * Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way. | | |
| **Notes[[2]](#footnote-2)** | | |
| **Eligibility and Selection**  In general, the Internship Programme aims at attracting talented students and graduates who:  a) have a specific interest in, or whose studies have covered, areas relevant to IOM programmes and activities;  b) are holding a scholarship for internship placements in international organizations and/or for whom internship is required to complete their studies; or  c) are sponsored by governmental/non-governmental institutions and/or academia to work in specific areas relevant to both IOM and the sponsor.  d) are either students approaching the end of their studies and preparing a thesis, or recently graduated, who have less than two years of relevant working experience.   * Only shortlisted candidates will be contacted, and additional enquiries will only be addressed if the candidate is shortlisted. * Please consider the cost of living in the duty station prior to applying. | | |

1. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-1)
2. Indicate in this box if there is any differing provision of process because the position is in a specific program or to address emergency situations. For example, if donor approval is required: “The recruitment process for this vacancy will be subject to PRM review, as part of the USRAP process”. [↑](#footnote-ref-2)