

POST DESCRIPTION

SECTION 1

Position Information

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| Position Title | Statistics and Information Management Intern |
| Position Grade | Intern |
| Duty Station | Geneva, Switzerland. |
| Position Number |  |
| Job Family |  |
| Organizational Unit | Resettlement and Movement Management |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | HQ |
| Position rated on |  |
| Reports directly to | Statistics and Information Management Officer |
| Number of Direct Reports | n/a |

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

Since the inception of IOM in 1951, Movement Operations have been and continue to be a fundamental pillar of the Organization’s work. The organized movement of persons in need of international migration assistance is a primary mandate of the Organization and a cornerstone of IOM’s operations. This mandate has resulted in the international transport of more than 15 million migrants and refugees worldwide. Movement Operations departments in various IOM Country Offices, coordinated under the Resettlement and Movement Management (RMM)

Division in the Department of Operations and Emergencies (DOE) at IOM’s Headquarters in Geneva, are responsible for all aspects of travel for migrants and refugees under IOM’s auspices, in accordance with the various framework agreements with resettlement and receiving Governments and partners across the spectrum of the Organization's programmes.

SUPERVISION

Under the overall supervision of the Director, RMM Division and direct supervision of Statistics and Information Management Officer, the successful candidate will provide support to the RMM Division, namely with the work related to RMM project data integrity, statistics, and information management. In particular, he/she will:

SECTION 3

Responsibilities and Accountabilities

1. Provide support to RMM Division and contribute to the daily activities with the Country Offices and relevant HQ departments and divisions related to data integrity, statistics and information management.

2. Coordinate and ensure the effective mechanisms and systems are in place to better organize and systematize the production, storage, dissemination and update of relevant movement data and information, as well as the standardization of data collection, recording and reporting.

3. Provide coordination support to the ICT Software Team on the creation of business processes and requirements for the development and enhancement of IOM’s Movement Information Management systems MiMOSA and iGATOR, as well as for corresponding reporting needs and other RMM Proprietary tools.

4. Draft reports and create dashboard visualization and validate information of figures in RMM Movement Information in PowerBI Platform.

5. Perform monitoring on Movement Information Data through Quality Control reports and coordinate with Country Offices on fixing the data to ensure data consistency and accuracy.

6. Contribute to the development and updates of quality control reports for the parameters and criteria based on new Programme requirements.

7. Validate and provide statistical departure data for information needed in the design, development and implementation of RMM project websites, including the CRISP.

8. Maintain RMM legacy movement databases including historical paper archives and MiMOSA central data repository and lookups.

9. Regularly contribute to the review and development of RMM’s Movement data and information management strategy by providing technical inputs on the effectiveness and efficiency of current information management initiatives. This includes offering technology-based solutions and working to incorporate new tools.

10. Perform such other duties as may be assigned.

TRAINING COMPONENTS AND LEARNING ELEMENTS

* The Intern will gain experience in working in an international multicultural environment, within the United Nations system.
* Gain experience in organization, movements operations and data analytics.
* Gain a better understanding of IOM’s work, as an inter-governmental organization in the field of Migration, and work on formulating and editing institutional strategies, priorities and workplans.
* The Intern will acquire technical knowledge in policy and strategy.
* The Intern can also access online training courses at the disposal of all IOM staff.
* The Intern will have the possibility to interact with IOM staff within Headquarters and IOM Missions.

SECTION 4

Required Qualifications and Experience

EDUCATION

• Pursing a degree in Computer Science, Statistics, Information Management, or a related field from an accredited academic institution.

EXPERIENCE

Experience working with Power BI, SQL, and SSRS is an advantage, and,

Experience in other information management work, such as documenting business processes and requirements, data warehousing, visualization tools, machine learning, forecasting and data science will be an advantage

SKILLS

• Skilled in statistics, report generation and data visualization with understanding of the IOM Programme Implementation;

• Knowledge of database management, data analysis skills, including data verification and validation.

• Ability to maintain high level of confidentiality.

• Excellent organization, analytical and communication skills;

• Excellent data verification and validation skills;

• Ability to pay attention to details; and,

• Good monitoring and report writing skills.

SECTION 5

Languages

REQUIRED

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

DESIRABLE

Working knowledge of French and/or Spanish is an advantage.

SECTION 6

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 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 1

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.

NOTES

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 enrolled in the final academic year of a first university degree programme

(minimum Bachelor’s level or equivalent) or have graduated in the last 12 months.

e) are at least 20 years of age.

* 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 Geneva prior to applying.

SECTION 7

Signatures

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| 1st Level Supervisor | Date |
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| 2nd Level Supervisor | Date |
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1. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-1)