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**POST DESCRIPTION**

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| I. Position Information | | |
| Position title | Intern – Sector Coordination Unit | |
| Position grade | Other | |
| Duty station | Abuja, Nigeria | |
| Position number |  | |
| Job family | Operations | |
| Organizational unit | Sector Coordination Unit | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office | |
| Position rated on |  | |
| Reports directly to | Information Management Officer | |
| Number of Direct Reports | N/A | |
| II. Organizational Context and Scope | | |
| **Background Information**  The North-eastern part of Nigeria has witnessed continued armed conflict violence since 2010, causing a major humanitarian crisis. More than 2.2 million individuals have been displaced because of the intensification of attacks by non-State armed groups and subsequent military operations, with the highest rate of displacement taking place in Borno, Yobe, Gombe and Adamawa States. Today more than 44.3% of the Internally displaced persons (IDPs) are living in 287 camps, collective centres, or transitional sites, notably in schools or government buildings. While the majority of the IDPs are displaced in host communities: sharing the homes of others, living in makeshift shelters constructed on available land or renting homes and government plans to return/relocate IDPs back to their communities of origin is underway in specific locations.  The Shelter/NFI and CCCM sector in Nigeria is a merged and jointly led sector established to coordinate the response under the leadership of the National Emergency Management Agency (NEMA) and the co-leadership of IOM and UNHCR since the beginning of the crisis.  **Supervision**  Under the overall supervision of the Chief of Mission and the direct supervision of the Sector Coordinator (CCCM/Shelter Sector) and the lead Information Management Officer, the successful candidate will support the Shelter/NFI and CCCM Sector to fulfil its information management and coordination role in analysis for operational data, inform strategic decision-making, set shared standards and support common partner approaches to sector responses. S/he will be responsible for the development and implementation of Information Management solutions including data management, analysis, visualization, reporting and information sharing through the sector coordination Unit | | |
| III. Responsibilities and Accountabilities | | |
| 1. Support the Information Management Unit (IMU) to improve and streamline Information flow including data management, analysis, visualization and proper implementation of IM policies and alignment to ITC standards including quality control of data gathering and dissemination. 2. Support the IM unit in cross-sector information management, liaison with external partners and analysis for inter-sector data collected through the CCCM site tracker. In the absence of the IM unit lead, participate in relevant Inter-Cluster Information Management Working Group. 3. In close coordination with the Sector Coordinators and the information management team, develop information products for partners, donors and sectorial publications and ensure the dissemination and adaptation of information management tools that meet sector needs. Including sector-specific maps and graphics regularly that aid planning as well as impact analysis. 4. Conduct preliminary analysis of data to facilitate and strengthen CCCM, Shelter, and NFI areas of focus particularly to highlight information and assessment gaps and use the data for evidence-based response and coordination. 5. Follow up with sector partners for the provision of timely, consistent, and compatible data and information on shelter NFI and CCCM assessments, needs, and assistance provided for operational analysis and decision-making. 6. Ensure timely dissemination of information to sector partners. 7. Design and implement technical aspects of IM solutions for the workflow and documentation management of the administrative and operational processes of the sector. 8. Assist in the development and enhancement of the integrated methodology for data collection and information packaging as required and needed. 9. Develop simple, user-friendly shelter/NFI and CCCM assistance reporting formats in consultation with the local authorities, providers of shelter assistance and other key stakeholders; these reporting formats should include provision for gender and age disaggregation of data and reporting on more vulnerable groups. 10. Perform such other duties as may be assigned   **Training Components and Learning Elements**   * Data visualization * Utilisation of technology to improve information management * Review, prepare, monitor and dissemination of data as information | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | * Master’s degree in information management, Computer Science, Geo-informatics, Data Management, Machine learning, Media or Social Sciences, Business Administration or a related field from an accredited academic institution or * University degree in the above fields | | | |
| Experience | | |
| No experience required but demostrated working knowledge and understanding of:   * Coordination of information flows and data management including collecting, storing, verifying, validating, processing, and analyzing data to generate information products; * In-depth knowledge of the latest technological developments in information technology and information system including AI/ Machine learning; * Demonstrated understanding of different data collection methodologies; * Working knowledge in the development and management of database applications; * Understanding and working knowledge of advanced data visualization and information design skills; * Setting up a web server which can host Camp – Based Multi Sectorial gap Analysis tool and the Common Pipeline Tracking System Online tool and centralize Sector's Information Technology administration | | |
| SKILLS | | |
| * Excellent qualitative and quantitative data analysis skills and demonstrated ability to produce high quality reports. * Ability to translate planning-specifications into technical briefs for data capture and analysis and vice versa; * Ability to formulate IM-related technical requirements and Operating Procedures. * Good data visualization and information design skills. * Ability for leadership in the context of partnership building and consensual decision making; and, * Ability to deliver technical training to different audiences | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| For all applicants, very good English is required (oral and written) | | Working knowledge of Chinese is desirable. |
| VI. Competencies[[1]](#footnote-1) | | |
| The successful candidate 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[[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. | | |
| The appointment is subject to funding confirmation.  Appointment will be subject to certification that the candidate is medically fit for appointment, any residency or visa requirements, and security clearances.  No late applications will be accepted. | | |

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)