



Vacancy Notice No : SVN 2024/06
Position title : Sub-regional Data Research, Analysis and Reporting Assistant
Duty Station : Belgrade
Classification : General Service Staff
Type of Appointment : SST UG (6 months with possibility of extension)
Estimated Start Date : June 2024
Closing Date : 26 May 2024

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

General functions

IOM carries out a range of social research outputs on affected populations in the Western Balkans. Through its Displacement Tracking Matrix (DTM), IOM collects, analyses and drafts reports on mobile populations transiting through the sub-region to improve evidence-based policymaking as well as programmatic and operational humanitarian responses to the needs of affected populations in the Western Balkans. DTM gathers and analyses data to disseminate critical multi-layered information on the mobility, vulnerabilities, and needs of displaced and mobile populations that enables decision makers and responders to provide these populations with better context specific assistance.

Under the overall supervision of the Chief of Mission and direct supervision of the Programme Support Officer (Protection and Data Analysis) and, in collaboration with relevant units in IOM Serbia, the Western Balkans and the IOM Regional Office in Vienna, the successful candidate will be responsible and accountable for supporting research, data analysis and report production in the Western Balkans.

- Assist the timely preparation and dissemination of Western Balkans DTM reports and outputs of data collection in accordance with IOM procedures and donor requirements.
- Support the analysis of data collected through DTM activities and background information, update information management systems and social media platforms on data related initiatives.
- Contribute to liaison and coordination with donors, partners, United Nations agencies, local authorities and stakeholders and government counterparts to represent DTM, share project updates and establish collaboration.
- Contribute to the planning, development, organization and delivery of data analysis capacity building activities targeting IOM staff, government and civil society partners, implementing partners and communities.

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- Undertake duty travel relating to project implementation, field data collection monitoring visits, liaison with counterparts, etc.
- Support project implementation, monitoring and evaluation and donor reporting of all Western Balkans projects with DTM components, including by ensuring that project budgets, deliverables and activities align with project objectives and outcomes.
- Ensure the integration of IOM's data protection principles and best practices on humanitarian data protection and ethical use of data across all DTM data management, sharing and dissemination activities.
- Perform any other related duties assigned by DTM Sub-regional Information Manager for the Western Balkans.
- Serve as monitoring and evaluation focal point and provide monitoring and evaluation support in programme and reporting.
- Perform any other duties as may be assigned by the CoM a.i.

Desirable Qualifications and Experience:

- School diploma with five years of relevant experience; or,
- University degree in the above fields with at least four years of relevant professional experience.

Skills

- Demonstrated research and writing skills with the ability to research and report on a wide range of topics using multiple sources
- Sound and proven communication and organizational skills
- Strong computer literacy and proficiency in Microsoft Office applications (especially Excel)
- Familiarity with Adobe InDesign and Adobe Illustrator
- Willingness and ability to conduct duty travel in the sub-region and beyond

Languages Required

Fluency in English and Serbian

How to apply:

Interested candidates to submit their applications as soon as possible by sending the IOM Personal History form in English language available on IOM Serbia [website](#) and a motivation letter, not more than one page, via email to iombegvacancy@iom.int quoting this respective Vacancy notice number (SVN 2024/06) in the subject.

Only shortlisted candidates will be contacted.

Position is subject to availability of funding

Posting period: From 20.05.2024 to 26.05.2024

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements. Subject to certain exemptions, vaccination

against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

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