



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE VN-2024-198GT

Open to internal and external candidates

Position Title : **National Information Management Officer**
Duty Station : **GUATEMALA CITY, GUATEMALA**
Classification : **NO-A, (1 position)**
Type of Appointment : **One Year Fixed Term**
Estimated Start Date : **As soon as possible**
Closing Date : **January 2, 2025**
Reference Code : **VN-2024-198GT**

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.

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged.
For the purpose of the vacancy **internal candidates** are considered as First-Tier candidates:

Organizational Context and Scope

The incumbent will operate (i) under the overall supervision of the Head of Programmes for Guatemala, (ii) the direct supervision of the Program Support Unit Coordinator of IOM Guatemala, (iii) in close coordination with the different program managers of the mission, and (iv) in close coordination with the information management teams in the Regional Office and the DTM Global Team at Headquarters. The incumbent will be responsible for the implementation of data collection, research and Information Management (IM) activities to support the IOM Guatemala Mission, which includes coordinating initiatives on research, data collection, analysis, reporting and dissemination of information products on internal displacement, migration and any other relevant topics (using, amongst others, methodologies such as IOM's institutional Displacement Tracking Matrix (DTM)).

Core Functions / Responsibilities:

1. Support the development and updating of the IOM Guatemala Information Management portfolio (including data collection, databases, data analysis and reporting) and simple SOPs / guidelines to verify that all IM activities are in line with IOM's DTM and IM standards at the global level
2. Coordinate the design and implementation of Displacement Tracking Matrix (DTM) activities in Guatemala to facilitate timely information on migration through a solid methodological framework, facilitate the collaboration with field teams, maintain

coherence with Global DTM standards and close coordination with the DTM Unit at the Headquarters (HQ).

3. Contribute to the design/revision of IOM Guatemala various databases and information systems, including dataset extraction for cleaning and analysis.
4. Coordinate data collection activities as needed, (including sampling, survey design, field teams training and supervision, etc.) such as household and individual surveys, assessments, to help maintain reliable data generated through a solid methodological framework.
5. Support in the development or revision of different types of data collection tools (including DTM surveys, questionnaires, assessments) and support in the development of methodological frameworks for the implementation and monitoring of data collection activities in the field.
6. Support in data cleaning and analysis work (data emanating from DTM flow monitoring assessments and other types of surveys/assessments), including the development of automated data analysis tools (using Excel, PowerBi, or others).
7. Conduct in-depth analysis on migration trends to enhance the data availability in the region and contribute with evidence-based decision making for public policy.
8. Generate specific information products to be utilized in donor/stakeholder briefings, project proposals, and contractual and/or ad-hoc reports. These products include infographics, dashboards, maps, reports, etc.
9. In collaboration with the Information Management Unit in the region, develop and revise appropriate data collection, data analysis, data validation, back-up, and data protection procedures which are in line with the institutional guidelines.
10. Design effective information management workflows and reporting tools to support Monitoring, Evaluation, and Reporting according to donor regulations and obligations, aligning with the approved workplan.
11. Support projects and units in Guatemala to produce robust data and information by providing technical assistance on data collection and management activities.
12. Participate in working groups, meetings, presentations, etc. for UN, donors, government counterparts and relevant stakeholders, as needed.
13. Assist in the development and delivery of trainings for key (internal) personnel and government stakeholders in the region on data management and research, data protection principles and guidelines, among others, to strengthen information management skills and knowledge of key stakeholders.
14. Support the preparation of both IOM's and inter-agency concept notes and proposals for potential donors and funding opportunities in organizational areas of interest, as needed, facilitating the incorporation of cross-cutting themes (i.e. gender, protection, etc.) in line with IOM's Project Handbook.

Required Qualifications and Experience

Education and Experience

- Bachelor's degree in economics, statistics, public policy or a related field from an accredited academic institution with two years of relevant professional experience from an accredited academic institution; or,
- Master's degree in the above fields from an accredited academic institution.
- Experience in information management including data collection, processing, and analysis.
- Experience in Displacement Tracking Matrix (DTM) activities in Emergency Response contexts
- Experience in the development of information products related to vulnerable populations for diverse audiences.
- Experience working with large data sets.
- Research experience in the fields of population studies, migration, refugees/IDPs; including field experience in quantitative studies coordination and implementation.
- Experience supporting the monitoring of consultancy activities, including the development of terms of references, follow up, activities implementation, information product review, etc.
- Experience in information management activities, including data collection, processing, analysis and content development in the context of emergency response and humanitarian assistance.
- Experience in the design and implementation of surveys and questionnaires, including the supervision of interviewers and cartographers.
- Experience in the development of DTM and/or emergency reports within a short period of time

Skills

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization such as Internal Displacement, Reintegration, among others.
- In depth knowledge of Data Protection Principles, knowledge of IOM's Data Protection Guidelines is a plus
- Knowledge of UN and bilateral donor programming.
- Knowledge of Agenda 2030 and the Sustainable Development Goals
- Knowledge of statistical software such as R Software, SPSS, PSPP, SAS and/or Stata.
- Knowledge of Geographical Information Systems (GIS) is a plus.
- Excellent written and oral English communication skills, with focus on research papers and descriptive reports for diverse audiences.
- Team-building skills.

Languages

Required

Fluency in Spanish is required (oral and written)

Desirable

English

Required Competencies

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: maintain 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 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.

How to apply:

Internal and External Candidates:

To apply for this position please send the following documents in one email to the following address: recruitment-gt@iom.int

1. External candidates: Curriculum vitae (only PDF format accepted)
2. Internal Candidates: Personal History Form (PHF) generado desde PRISM Applets
3. Internal and External Candidates: Motivation letter (only PDF format accepted).
4. Internal candidates MUST submit the application from their institutional email.
5. Email title MUST contain only the position reference code: **VN-2024-198GT**
6. The attachment must not be larger than 2MB.

Only shortlisted candidates will be contacted.

Deadline to apply for this vacancy is **January 2, 2025, at 18:00 hrs.**

Important notes:

- Only applications that comply with the required profile will be considered.
- Applications received after the deadline will not be considered.
- This vacancy is only opened to Guatemalan citizens or foreign citizens who are legally authorized to work in the country.
- Failure to comply with the instructions in this publication will immediately disqualify the application.
- Only shortlisted candidates will be contacted.

More information about the UN salary scale: [UN - Salary Scale](#)

Posting period: From 19.12.2024 to 02.01.2025