



SVN 2024-06

Open to Internal and External Candidates

Position Title : **Data and Research Associate**
Duty Station : **Brussels, Belgium (Country Office)**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **Special Short Term, 9 months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **March 6, 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.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context

As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of migrants.

IOM Belgium and Luxembourg is looking for an associate for its “Data and Research Unit”. The associate will work closely with the Chief of Mission to shape the mission's Data and Research workstream, including through support to direct data collection, to analysis and research of specific relevant topics, study and report writing and dissemination, safeguarding data ethics and IOM’s data protection principles, among other priorities, and will support project teams as they implement the various data components of ongoing and future projects. Under the direct supervision of the Chief of Mission, the Data and Research associate will be, inter-alia, responsible for:

Core Functions / Responsibilities

- Support the development of IOM Belgium and Luxembourg’s data collection and information management capacity and policies, as well as supporting tools, standard operating procedures, and other guidance documents;

- Monitor that colleagues within IOM Belgium and Luxembourg collect and manage data in line with IOM's Data Protection Principles, Data Governance Policy, Migration Data Strategy and related policies and procedures;
- Support the analysis of evidence gaps in topics related to migration in Belgium and in Luxembourg, and notify the Chief of Mission (CoM) of data and research needs and opportunities;
- Under the technical guidance of the Regional Office (RO) and the Global Data Institute (GDI), support design and implementation of IOM data initiatives in IOM Belgium and Luxembourg on flows, presence and situation of migrants;
- Support the CO Heads of Units in strengthening use of available data across return and reintegration databases and from the mapping of diaspora communities. Support data management for accommodation programmes, contribute to the research and studies conducted by IOM;
- In coordination with other units, contribute to the preparation of reports, policy briefs, data bulletins, maps, infographics and other materials for internal and external counterparts;
- Organize project level data collection exercises, qualitative and quantitative analysis, and developing reports for analysed data, ensuring data triangulation as needed;
- Support the IOM Belgium and Luxembourg office in identifying opportunities for new projects/activities related to data collection, analysis, and research on migration and displacement;
- Support the CoM in coordinating with partners, including United Nations organizations, government counterparts, national and international non-governmental organizations and academic partners to develop the evidence base and promote the use of IOM's data and resources;
- Assist to coordinate with the Global Data Institute, the Global Migration Data Analysis Center, the Displacement Tracking Matrix (DTM) Global Team, and HQ's Research Unit on data and research initiatives on migration, as needed;
- Assist in developing and implementing the relevant Standard Operating Procedures (SOPs) for Data Collection, Data Storage & Data Sharing in compliance with IOM Data Protection Principles and assist to coordinate the information and data management across all IOM Accommodation Centres in Belgium;
- Assist in implementing Information Management systems that support beneficiary monitoring and programme monitoring (indicators, outputs etc.), for reporting purposes;
- Performs such other duties that may be assigned.

Required Qualifications and Experience

Education

- High School Diploma with five years of related work experience;

Or

- Bachelor's degree from an accredited University in Research, Information Management, Statistics, Mathematics, Computer science or other relevant field with three years of relevant work experience.

Experience

- Experience in designing and conducting data and research exercises;
- Experience in liaising with governmental and diplomatic authorities and stakeholders, working in international organizations, non-government or government institutions/organization.

Skills

- Strong interpersonal and communication skills in a multi-cultural setting;
- Demonstrated ability to draft and prepare clear and concise data analyses, dashboards and project reports;
- Strong organizational, facilitation, communication, writing and presentations skills;
- Proficient in a Microsoft Office environment and office software packages, including experience in handling of web-based management systems;
- Proven data analysis capacities, using various tools, including Microsoft Office and/or dedicated analysis software such as R, Python and SPSS;
- Demonstrated ability to work well under pressure and keep deadlines;
- Strong work ethics and commitment to humanitarian principles.

Languages

Fluency in English, and Dutch and/or French is required (oral and written).

Required Competencies

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

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Belgium will be eligible for consideration.

How to apply

Interested candidates are invited to submit their applications to iombrusselscoapplications@iom.int by **6 March 2024 23:59** (CET - Brussels time), referring to this advertisement in the subject line (*SVN 2024-06 Data and Research Associate*) and including the following documents:

- a) CV
- b) Cover Letter
- c) Questionnaire on Mandatory Requirements (Page 5)

In order for an application to be considered valid, IOM only accepts applications duly completed.

IOM reserves the right to contact shortlisted candidates only.

Posting period:

From 21.02.2024 to 06.03.2024



Questionnaire on Mandatory Requirements for Local Recruitment in Brussels, Belgium

SVN 2024-06 Data and Research Associate G5, CO Belgium

Education

Tick as appropriate depending on what you have:

High School Diploma yes no

Bachelor's degree from an accredited University in Research, Information Management, Statistics, Mathematics, Computer science or other relevant field yes no

Experience

Years of professional experience directly related to the core functions and responsibilities:

Please note internship experience outside of IOM will not be counted towards the minimum years of required experience

less than 3 years

from 3 to 4 years

4 years and above

Language

English (fluency, oral and written) yes no

French (fluency, oral and written) yes no

Dutch (fluency, oral and written) yes no

Professional Work Experience

Experience in designing and conducting data and research exercises yes no

Experience in liaising with governmental and diplomatic authorities and stakeholders, working in international organizations, non-government or government institutions/organization yes no

Other

Are you currently holding a valid residence and work permit for Belgium? yes no

(EU nationals, please mark 'yes'; non-EU nationals, please mark Yes/No as appropriate)

Date:

Name:

Signature: