



STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **Senior Information Management Assistant** according to the Terms of Reference below. Interested applicants are invited to apply by **08 October 2022** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Reference Code:	SVN-45/2022/S - BD1	Position Title:	Senior Information Management Assistant
Duty Station:	Cox's Bazar, Bangladesh	Estimated Starting Date:	As soon as possible
Classification:	G-6 (UN Salary Scale)	Type of Appointment:	Special Short Term (Initially 6 Months)
Division/Unit:	MHD		

General Functions:

Under the overall supervision of the Emergency Health Programme Coordinator and direct supervision of the Migration Health Officer, the incumbent will be responsible and accountable for cleaning, managing and reviewing data collected from the Implementing partners working with IOM. Additionally, the incumbent will be responsible for creating analytical and narrative reports based on data analysis through various data expression tools and for conducting various surveys relating to monitoring and evaluation activities.

S/he is expected to carry out his/her duties in accordance with the strictest ethical standards and with due respect for gender and socio-cultural sensitivities.

1. Assist in development of health information management, M&E and reporting for the IOM's health programme with implementing partners in Cox's Bazar. Ensure accurate and reliable data is collected, stored, and submitted in a timely manner to the appropriate units or program or supervisor.
2. Manage the reliable data management processes, including data cleaning, maintaining the sustainable structure of data collection through an ODK platform or similar programme, validation, analysis and eventually results dissemination ie Kobo toolbox, EPI Info.
3. Update the central M&E system by providing all kinds of data/reports gathered from all the IPs by maintaining regularity and accuracy through follow ups and field visits.
4. Support in the analysis of the data, including generation of routine narrative and numerical reports or analytical, if possible, as required, based on the existing databases.
5. Participate in sub-level Inter-Cluster Health Sector Working Group (if asked) for Information Management and other relevant working groups and support in liaising with external partners locally in relation to health information management needs and coordination.
6. Train and provide technical guidance to data assistant and monitoring staff of implementing partners in preparing different kinds of reports ie MOH, EWARS etc.
7. Participate in the design and roll out of monitoring and evaluation tools for implementing partners: specifically, database & reporting and CHW data monitoring tools.
8. Undertake duty travel relating to project/programme assessment, liaison with counterparts, problem solving, and new project/programme development, as required.
9. Support in qualitative and quantitative analysis of survey and questionnaire outcomes.
10. Train, guide and supervise Data Entry Assistants.
11. Perform other duties as may be assigned by the supervisor.

IOM is an equal opportunity employer and women are encouraged to apply.
IOM Offices and vehicles have smoke-free work environment.

Education, Experience and Skills:

- University degree or diploma in Computing or relevant field.
- High school education in biology or medical terminology or relevant experience and familiarity with medical terms and conditions.
- Four years of relevant professional experience or six years for candidates with high school diploma.
- Ability to verify, clean and process data, develop infographics and prepare reports
- Strong knowledge of software including Microsoft Office (Excel), Access, and database management system, ability to use internet and email. Experience of using PowerBI, SPSS is an asset.
- Sound and proven understanding of data systems, data management, quality data entry;
- Knowledge of Open Data Kit (ODK) applications (such as KoBoToolbox) an advantage
- Good knowledge of the geography of Cox's Bazar region
- Familiarity with mobile data collection technologies and GPS an advantage.

Method of Application:

External candidates:

Send the application to IOMBangladeshJobs_External@iom.int; the subject line should mention the reference code **SVN-45/2022/S - BD1; Senior Information Management Assistant**. The following documents must be attached:

(i) **Application Letter/Cover Letter**

(ii) **Curriculum Vitae**

(iii) **Personal History Form (PHF) which can be downloaded from the IOM Dhaka website:**

<https://bangladesh.iom.int>

(iv) **Scan copy of Photo**

Internal candidates:

The PERN must be indicated in the **Personal History Form (PHF) for the reviewer to determine that it is an internal application.**

Applications are sent to IOMBangladeshJobs_Internal@iom.int- the subject line should mention the reference code **SVN-45/2022/S - BD1; Senior Information Management Assistant**. The following documents must be attached:

(v) **Application Letter/Cover Letter**

(vi) **Curriculum Vitae**

(vii) **Personal History Form (PHF) which can be downloaded from the IOM Dhaka website:**

<https://bangladesh.iom.int>

(viii) **Scan copy of Photo**

APPLICATION WITHOUT PROPER REFERENCE CODE MENTIONED ABOVE AND INCOMPLETE APPLICATION WILL BE DISREGARDED

Any attempt for persuasion will be considered as a disqualification

Due to volume of applications received, only short-listed candidates will be called for further assessment. Note for internal candidates:

with refer to IN233 and Clause 7.5 of IOM Recruitment Policy:

Staff members selected for a VN/SVN in his or her same category at one grade higher than his or her personal grade shall be appointed at the advertised grade. A staff member selected for a VN/SVN to a position which is two grades higher than the staff member's current grade, will be appointed at the interim grade, and six months later at the higher grade.

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