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**TERMS OF REFERENCE**

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| I. Position Information | | |
| Position title | Intern – Information Management Officer | |
| Position grade | - | |
| Duty station | Addis Ababa, Ethiopia | |
| Organizational unit | Programme Support Unit (PSU) | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office based position | |
| Reports directly to | Senior Programme Support Coordinator, PSU | |
| II. Organizational Context and Scope | | |
| **Background Information**  Under the overall supervision of the Chief of Mission and direct supervision of the Senior Programme Support Coordinator, Programme Support Unit (PSU), the successful candidate is responsible to support the planning, coordination, and implementation of information management activities related to the portfolio of IOM’s work in Ethiopia. In close collaboration with PSU and other units in the Mission; and with regional office and HQ, the candidate will provide support to produce and update geo-referenced data analysis, mapping, database, and other relevant information products in the Mission. | | |
| III. Responsibilities and Accountabilities | | |
| Core Functions / Responsibilities:   * Support in collecting and ensuring information is up to date. * Collect and maintain Mission’s information platforms with relevant and up-to-date information. * Support in maintaining incidents and other databases as necessary. * Produce various information products as required. * Supports programme support team in preparing annual reports, work plans, financial expenditure reports, etc. * Support in networking with various programme units and partners to gather, maintain and produce wide range of information products. * Assist in design, development, and maintenance of databases. * Assist PSU team in designing and developing database management systems, monitoring tools and data collection tools/templates. * Coordinate and facilitate capacity building activities for IOM and partners staff to improving understanding of data gathering and analysis. * Collate, analyze, and share summarized project and programme updates to improve internal controls and enhance the efficiency and quality of the Mission’s programme implementation. * Perform other duties as requested by the Manager.   **Training Components and Learning Elements**   1. Promote Data Readiness and Common Data Repository. 2. Coordinating and facilitating capacity building activities for IOM and partners staff in the Mission to improve understanding of information management. 3. Contribute to the generation, and use of information to promote knowledge, policy engagement, project development and management in the organization. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| * Relevant Degree in Information Management, Computer Science, Statistics, Economics, or a related field from an accredited academic institution with minimum of one year of relevant professional experience; or * Master’s Degree is an advantage. | | |
| Experience | | |
| * Experience in developing and maintaining information management system/ databases in humanitarian and development settings. * Experience in the management of (SQL and NoSQL) databases and applications are preferred. * Experience in the use of database applications and statistical analysis tools. * Relevant training and exposure on IOM information management guidelines and project development/reporting is highly desirable. * Previous work experience with displacement and migration issues is an advantage. * Expertise in IOM programme/project cycle management processes, monitoring and evaluation and financial management system is desirable. | | |
| SKILLS | | |
| * Knowledge in advanced data visualization, presentation, and information design skills, * Advanced knowledge in developing and implementing visualization reports / dashboards with Power-BI and other tools. * Excellent qualitative and quantitative data analysis skills and demonstrated ability to produce high-quality information products. * Knowledge of data protection guidelines and principles. * Ability to deliver technical training on information management to different audiences. * Strong interpersonal and teamwork skills. | | |
| V. Languages | | |
| Required  *(Specify the required knowledge)* | | Desirable |
| Fluency in English (oral and written). | | Working knowledge of French, Arabic and/or Spanish is an advantage. |
| VI. 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.   **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. | | |
| **Notes** | | |
| **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. | | |
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