



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Database and Information Management Assistant (Research)**  
Organizational Unit: **Displacement, Tracking and Monitoring**  
Duty Station: **Erbil – Iraq**  
Type of Contract: **Sub-Contracting (Stars & Orbit)**  
Grade: **Equivalent to G5**  
Duration of Appointment: **Six (6) months with the possibility of extension**  
Closing Date: **March 25, 2019**  
Reference Code: **SVN2019/IRQ/078**

***IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged as well as the 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:**

Under the general guidance of the Head of the Returns and Recovery Unit, overall supervision of the Research officer and direct supervision of the Information Management Officer the incumbent will be responsible for the following duties:

**Core Functions / Responsibilities:**

1. Support in designing solutions to integrate, centralize and automate data and information management within the program.
2. Support in developing data collection tools using but not limited to, the Open Data Kit (ODK) set of tools.
3. Assist in design, develop, and maintain SQL database systems.
4. Develop SQL queries, functions, scripts and stored procedures to process data.
5. Assist in the supervision of data management activities including the collection, submission, quality control and data retrieval mechanisms.
6. Support the research and analysis team in querying and reporting data.
7. Support in designing reports and other products using graphic design tools and map GIS with other data as per required standards.
8. Conducting data validation and cross checking for data received from the partners including governorate organization with data existing in database.
9. Support in the training of staff who are involved in data entry and data processing to ensure proper maintenance and quality of different information and database needs.

10. Provide user support and the system training to the staff on ODK or any other data collection applications.
11. Perform such other duties as maybe required.

### **Required Qualifications and Experience**

- University Degree in computer science or a related field with minimum three years of work experience.
- Experience in managing data collection, entry and maintenance;
- Experience in managing and developing databases (particularly SQL Server) is essential.
- Experience in .NET programming is a plus.
- Experience in developing and maintaining data system with ODK is a plus.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
- Ability to meet deadlines and work under pressure.

### **Language:**

- Excellent command of English and Arabic/Kurdish are required.
- Any other language is an asset.

### **How to apply:**

Interested candidates are invited to submit their applications via a link:

<https://iraq.iom.int/jobs/database-and-information-management-assistant-research>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

### **Posting period:**

From: 11.03.2019 to 25.03.2019