

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Position Title : MARRI Migration and Asylum Data Expert
Duty Station : Skopje
Classification : Special Short Term
Type of Appointment : 6 months (with possibility of extension)
Reference Code : IOM/SKP/2017/11

General functions: Under the overall supervision of the IPA II Regional Project Manager and the direct supervision of MARRI RC Director, the Migration and Asylum Data Expert is responsible for the execution of tasks related to collection and analysis of migration-related data within the IOM's IPA II Project "Support to Protection-sensitive Migration Management in the Western Balkans and Turkey", which is related to IOM's support to MARRI RC work. In particular, the position is expected to fulfill the following functions:

Responsibilities and Accountabilities

- 1) Collects and coordinates the collection of migration and asylum related data obtained from counterparts and partners;
- 2) Systemizes data collection process and analyses data obtained as needed and requested by the IOM or MARRI;
- 3) Supports the process of developing and implementing standardized template for collecting migration and asylum data in accordance with the IOM's project document and work plan;
- 4) Assists in the development of data collection plans, from data entry through storage processes;
- 5) Provide assistance in the development of operational framework agreements for regional data exchange, including data protection safeguards;
- 6) Participate in the process of design of guidelines on the gathering, sharing, protection and dissemination of information;
- 7) Develops work plan and time table for the project and assure its smooth implementation;
- 8) Organizes and support the delivery of the project events, such as regional meetings, workshops and trainings;
- 9) Communicates and coordinates with the donors and all other relevant stakeholders;
- 10) Provide inputs in the development of project documents;
- 11) Prepares narrative progress reports and final completion report;
- 12) All other tasks which may arise during the implementation of the project component.

Behavioral

- a) Excellent management and coordination skills, ability to work under pressure, manage high workload and meet tight deadlines;
- b) Diligent, reliable and focused way of operating with close attention to detail;
- c) Independent and pro-active attitude, strong sense of ownership for assigned areas of responsibility;
- d) Initiative and high levels of performance management;
- e) Work planning, ability to identify risks early on, goal setting;
- f) Collegial team spirit;
- g) Ability to work with internal and external stakeholders to meet resource needs of IOM and MARRI RC.

Technical

- a) Advanced analytical skills and commitment to detail;
- b) Ability to take initiative, identify gaps and propose solutions;
- c) Ability to work as part of a team as well as on own initiative;
- d) Cultural sensitivity;
- e) Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds;
- f) Excellent communication skills;
- g) Writing and editing skills;
- h) MS Office skills (Word, Excel, PowerPoint, Outlook).

Qualifications and Experience

- University degree in statistics, political, social or organizational science;
- At least 3 years of relevant work experience in data collection and sharing;
- Experience in analysing and managing data basis from multi-stakeholder data;
- Ability to draft clearly and concisely;
- Excellent level of computer literacy;
- Excellent communication and negotiation skills;
- Personal commitment, efficiency, flexibility, drive for results, respect for diversity, creative thinking.

Languages

Good knowledge of the English language.

Method of application:

The Vacancy is open for internal and external candidates that have the legal right to reside and work in Former Yugoslav Republic of Macedonia. Interested applicants are invited to send their curriculum vitae and cover letter in English to: Lmarkovska@iom.int. Please indicate the position you are applying for and reference code in the subject line of your message.

Closing date:

The deadline for submission: 24 August 2017, however, interested candidates are strongly encouraged to apply sooner. Incomplete applications will not be taken into consideration. Only shortlisted candidates will be contacted.