



## VACANCY NOTICE NO. KG10/2024-05

### Open to Internal and External Candidates

Position Title : **DTM Project Assistant (Visualization and Reporting)**  
Duty Station : **Bishkek, Kyrgyzstan**  
Classification : **General Service Staff, Grade G6**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **May 13, 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:**

Under the overall supervision of the Head of Office in Kyrgyzstan and direct supervision of the Programme Coordinator, and in close coordination with the Senior Regional Project Manager of Regional Displacement Tracking Matrix (DTM) Regional Evidence for Migration Analysis and Policy (REMAP) (DTM REMAP) in IOM's Global Data Institute (GDI) and the Subregional DTM Coordinator in Almaty, Kazakhstan, the DTM Project Assistant will assist in implementation of project activities implemented within the project's country component for Kyrgyzstan, focusing on data analysis, visualisation and reporting.

### **Core Functions / Responsibilities:**

1. Produce standard publishing materials, reports, presentations, and various data visualization formats including maps, statistics, online materials and info sheets in English, Kyrgyz and Russian language.
2. Produce DTM products including newsletters, email alerts, migration data compilation reports, Baseline Assessment reports, Survey reports and any other reports or info sheets in English, Kyrgyz and Russian language.
3. Provide technical support related to data presentation needs on various written outputs, assist with reviewing, editing and formatting migration and displacement

- output products including but not limited to analytical and statistical reports from external stakeholders.
4. Evaluate data and information gaps and propose adjustments to improve ongoing data collection exercises to strengthen overall consolidation and compatibility of data.
  5. Research, analyze and evaluate new applications related to information systems, visualization and reporting and make recommendations for their utilization.
  6. Travel across the country as necessary to assist with implementation of project activities.
  7. Provide administrative and logistical back stopping as needed.
  8. Perform such other duties as may be assigned.

### ***Required Qualifications and Experience:***

#### **Education**

- Bachelor's degree in Migration Studies, Demography, Political or Social Science, Statistics, International Relations or a related field from an accredited academic institution with at least four years of relevant professional experience; or
- High School diploma with at least six years of relevant professional experience.

#### **Experience**

- Experience in proof-reading and editing reports in English.
- Experience in translating analytical reports from English to Kyrgyz and/or Russian is an advantage.
- Excellent writing and communication skills.
- Strong data visualisation skills.
- Experience in using Adobe in-design is an advantage.
- Experience in analysing migration and/or displacement data is an advantage.

#### **Skills**

- Advanced English writing and communication skills.
- Excellent research, writing, communication and analytical skills; ability to prepare clear and concise reports.
- Strong analytical skills and creative thinking.
- Ability to work under pressure.
- Attention to detail and quality and capacity to meet deadlines.
- Effectively coordinates actions with stakeholders.
- Capable to share ideas and explain results to all levels of the organization.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.

## Languages

For this position, fluency in English, Russian and Kyrgyz languages is required (oral and written). Working knowledge of any other language is desirable.

## **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 2*

- 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:**

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

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.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

## **How to apply:**

Interested candidates are invited to submit their applications that includes CV, cover letter and Personal History Form, to [hrkg@iom.int](mailto:hrkg@iom.int) with the subject line “DTM Project Assistant” by **23:00 of May 13, 2024**.

Personal History Form can be downloaded at:

[https://kyrgyzstan.iom.int/sites/g/files/tmzbdl1321/files/personal-history-form\\_1.xls](https://kyrgyzstan.iom.int/sites/g/files/tmzbdl1321/files/personal-history-form_1.xls)

IOM reserves the right to contact shortlisted candidates only.

For more information on IOM, please visit [www.kyrgyzstan.iom.int](http://www.kyrgyzstan.iom.int) or [www.iom.int](http://www.iom.int)

***Posting period:***

From 30.04.2024 to 13.05.2024.