



POST DESCRIPTION

SECTION 1

Position Information

Position Title	Information Management Consultant
Position Grade	G7
Duty Station	Guyana
Position Number	TBC (new position)
Job Family	Data
Organizational Unit	10014850
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	(to be filled by Classifier)
Reports directly to	Head of Office
Number of Direct Reports	0

SECTION 2

Organizational Context and Scope

Upsurge of migration in the Americas, driven by interlinked factors, continues to expose the highly vulnerable population on the move to complex risks along the migratory routes. Collective efforts to address this while delivering the promise of migration require robust data and evidence. The need for timely, coherent, and comprehensive migration data and evidence across the Americas is increasingly urgent.

The Lighthouse Programme aims to build continental data systems to generate timely and predictable data and analysis for action, insight, and foresight, informing decision-making on migration policy, programming, and initiatives. Building on the foundational strength of existing IOM's data capacity, network and programming across the continent, the programme is designed to address key challenges, build coherence, and establish common continental reference of migration data and evidence in the Americas.

Under the direct supervision of the Head of Office in Guyana and in close coordination with the IM Officer in Barbados and the Lighthouse Programme Team and R4V team in Panama, the IM consultant will be dedicated to supporting the implementation of the project's activities in the Caribbean sub-region. This includes the roll-out of harmonization, standardization, consolidation processes, online platform development and integration, and operationalization of on-demand data collection and analysis exercises. It also includes support in internal and external multi-stakeholder engagement as required.

SECTION 3

Responsibilities and Accountabilities

The Field IM Consultant will be responsible for the following duties:

1. Support the development and roll-out implementation of tools and systems (data collection, consolidation, and dissemination) harmonization and standardization process. This includes tasks to support the optimization and reconciliation of flow monitoring strategy and operations in the subregion.
2. Act as a focal point to support the coordination of data consolidation workflows across all IOM stand-alone or integrated data-related operations in the subregion, ensuring timely and quality processes and outputs. This may include additional support tasks such as data cleaning, validation, and verification.
3. Support in stakeholder engagement exercises for the subregion as required. This includes engagement with existing data initiatives internally as well as with external partners, networks and working groups relevant to the project.
4. Support in data analysis required for the production of regular as well as on-demand report related to the project deliveries.
5. Support in the design, development, and implementation of regular foresight exercises for project implementation, including coordinating with the relevant IOM data teams in the subregion.
6. Support in identifying and following up on emerging issues and priorities for migration data to inform policy, programming, and operations within the subregion.
7. Support and participate in internal and external capacity development activities implemented through the project.
8. Provide regular reporting and monitoring across project implementation areas for the subregion as required by the project team in Panama.
9. In close coordination with the R4V national focal point and the R4V Caribbean Subregional Coordinator, support R4V information management processes for the five Caribbean subregional countries (Aruba, Curaçao, Dominican Republic, Guyana, and Trinidad and Tobago), including updating population stock figures, sharing movements data on a quarterly basis (where available), and participating in relevant R4V meetings, such as weekly subregional meetings and the IMWG.
10. Support IM processes related to the Refugee and Migrant Needs Analysis (RMNA), including updating population projections, leading data collection exercises aligned with the regional R4V JNA, secondary data revision, and conducting calculations of persons in need.

11. Support IM processes related to the Refugee and Migrant Response Plan (RMRP), including consolidation and quality-check of RMRP activities, coordinating activity monitoring/reporting (5Ws), and financial reporting via the Financial Tracking Service (FTS).
12. Any other duty as may be assigned

SECTION 4

Required Qualifications and Experience

EDUCATION

- University degree in computer science, data science, analytics, statistics, information management, public administration, management or a related field with four years of relevant professional experience.

EXPERIENCE

- Experience in data collection and data management operation and coordination.
- Strong understanding of the migratory context in the subregion and the continental Americas.
- Experience with self-service analytics and data visualization applications (MS PowerBI, Qlik, Tableau or similar) or business intelligence tools (SAP Business Objects, etc.) is required.
- Experience with database or statistical analysis languages (SQL, Python, R, Stata) an asset.
- Experience in research and analytical report writing on migration.
- Professional or academic experience in combining qualitative and quantitative research methods.
- Excellent communication skills and excellent attention to detail and quality.
- Excellent writing skills and creative thinking.
- Practical experience in multi-tasking, prioritizing and working independently
- Ability to work effectively and harmoniously in a multicultural environment with colleagues from various professional backgrounds.
- Experience working in the UN or other international development organizations is considered an asset.

SKILLS

- Ability to manage a wide and complex variety of tasks and coordinate with a diverse array of internal and external actors;
- Ability to explain and make complex information on data accessible and understandable to a wide variety of stakeholders;
- Strong and demonstrable interest in migration and/or humanitarian issues;
- Personal commitment, efficiency, flexibility;
- Excellent research, writing, communication and analytical skills;
- Ability to prepare clear and concise reports;
- Knowledge of data protection and ethical data gathering and use principles

SECTION 5

Languages¹

IOM's official languages are English, French, and Spanish.

REQUIRED

For this position, fluency in English and Spanish are required (oral and written).

DESIRABLE

Working knowledge of Portuguese and/or French are desirable.

SECTION 6

Competencies²

| The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

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 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.

¹ As per IN/233, staff members in a position in the Professional and GS categories are expected to be fluent in one of the Organization's official languages, which are English, French and Spanish. At least a working knowledge of another official language is highly desirable and may be specified as mandatory in some cases. For positions in the GS category, proficiency in one of the local language(s) may also be required, as specified in the VN/SVN.

² Competencies and respective levels should be drawn from the Competency Framework of the Organization.

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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

SECTION 7

Signatures

1 st Level Supervisor	Date
	Click here to enter a date.
2 nd Level Supervisor	Date
	Click here to enter a date.