



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

IOM Yogyakarta is looking for **Data and Mapping Analyst** according to the term of reference below. Interested applicants are invited to submit their application to hryogyakarta@iom.int not later than **15 November 2009**. All candidates are requested to specify their availability date in the application form. Please note that only short-listed candidates will be contacted.

Reference Code	: SVN/ID10/2008/084
Position Title	: Data and Mapping Analyst
Duty Station	: Yogyakarta, Indonesia
Classification	: Employee, G4
Type of appointment	: Special, 3 months with possibility of extension
Estimate Starting Date	: 20 November 2009

General functions:

Under the overall supervision of the Project Manager and the direct supervision of the M & E Manager, the incumbent will be responsible for the following:

1. In coordination with the Programme Data and Management Assistant, compile and track data of all IOM Project Activities & reflect in most suitable mapping format.
2. Liaise with other agencies/Government for regular data collection and maintain and up-to-date IOM activity tracking tool. By doing so, also ensure that all relevant stakeholders consulted (government, INGO, UN) are recorded in the IOM contact list.
3. Compile and conduct analysis of primary and secondary data (in house or external research) that will be useful for IOM programmes and project planning activities
4. Advice program staff and managers, on the best suitable tools and methods for preparation and presentation of analysis and produced maps
5. Develop maps using GIS and other programs as per availability. Focus on preparing specific Livelihood mapping based on IOM database and relevant information compiled from IOM Project Activity tracking and external actors (Project Activities, Sectors of Intervention, Economic/Industrial activities per region, interactions between data, summaries, and others as requested). Develop other maps for the IOM mission as requested.
6. Propose and/or suggest inputs for preparation of database, survey and assessment templates
7. Contribute to the program monitoring of performance indicators and regular reporting systems by preparing data analysis, summary sheets and reports in accordance to program needs. For this he/she will use econometric models, simulations and other

- research methodology in compliance with PCM, ISO14000 other management and quality generally accepted norms.
8. In coordination with IT Unit, provide training assistance to program staff in order to increase the capacity on specialized mapping software as GIS
 9. Ensure daily activities back up, filing of data and safeguarding of IOM's program activities information in both hard and magnetic versions
 10. Manage IOM project tracking matrix and assist in the design of communication data material (Desk Review Bulletin) for stakeholders
 11. Perform other duties as assigned.

Desirable qualifications:

University degree in computer science, geospatial engineering or a combination of relevant education and professional experience, particularly in the areas of GIS management, data frames and data analysis. Advance knowledge of MS Excel for data analysis and statistical reporting

A minimum of 2 years experience in the use of MS software web-based and/or client-server database system implementations a distinctive advantage. Familiarity with IOM and/or UN information management; monitoring and evaluation. Capacity to perform effectively under pressure and hardship conditions, excellent teamwork and communication skills, cross-cultural and gender sensitivity. Able to work with minimal supervision and demonstrate high level of initiative, perseverance and professional commitment to achieve high-quality results.

Ability to handle confidential data in a professional, responsible and mature manner. Fluency in English and Bahasa Indonesia.