

POST DESCRIPTION

SECTION 1

Position Information

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| Position Title | Enumerator |
| Position Grade | Ungraded |
| Duty Station | Port of Spain with travels within the country of Trinidad and Tobago |
| Position Number | 20052142 |
| Job Family | DTM |
| Organizational Unit | 10011627 |
| 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 | 20052143 |
| Number of Direct Reports | Direct Performance Appraisal System (PAS) that reports to the position, for example: 5 |

SECTION 2

Organizational Context and Scope

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| --- |
| The International Organization for Migration (IOM) is the UN Migration Agency. With 166 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government and civil society to:   1. Assist in meeting the operational challenges of migration and mobility 2. Advance understanding of migration issues 3. Encourage social and economic development through migration; and 4. Uphold the human dignity and well-being of migrants and mobile populations.   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.  IOM’s Port of Spain Office, under the guidance of the Regional Office in San Jose, coordinates the development, implementation, monitoring, reporting and evaluation of projects and initiatives undertaken at the country office under the Regional Refugee and Migrant Response Plan (RMRP).  Since 2017, with the continuous outflows from Venezuela, inter-agency preparedness and operational activities to respond to growing needs of Venezuelan migrants and refugees in several Caribbean, Latin and Central American countries have been heightened. was developed in close coordination with country-level actors and coordination structures. The Plan seeks to provide a holistic and comprehensive response, complementing governments’ priorities and plans.  As part of the RMRP, IOM is implementing several projects and activities in Trinidad and Tobago targeting Venezuelan migrants and populations affected by the increased flows into the country. The Displacement Tracking Matrix (DTM) is one such activity, which assesses the characteristics and needs of the Venezuelan migrant population. It will provide the United Nations system, the Government and civil society organizations with information to develop plans and policies for migrants through the collection of secure and transparent information. DTM will aid in promoting the rights of migrants and minimize the risks of irregular migration.  Under the general supervision of the DTM Consultant, with overall supervision of Head of Office-Port of Spain, the Enumerator will work closely with the Reseach and Data Management Team inclusive of DTM. The successful candidate will be responsible and accountable for assisting with data collection, quality assurance and processing functions in keeping with the DTM exercise. The candidate may also be assigned duties in keeping with the implementation of various IOM initiatives. |

SECTION 3

Responsibilities and Accountabilities

1. Attend and participate in mandatory training and assessments.

2. Conduct data collection (minimum deliverable: 10 surveys per day) and data entry functions.

3. Ensure that the survey standards are met, and that information entered is accurate and complete.

4. Guarantee the effective use of the designated information system, including DTM portal and application tools, and other databases to manage the application of the information management mechanism.

5. Safely maintain and return all tools, equipment and/or assets provided by IOM for use during the survey (tablets, chargers, sim cards, vests).

6. Complete all required forms and documentation i.e. enumerator control forms, completion forms etc. within the stipulated timeframes.

7. Attend and participate in fieldwork progress meetings and debriefing sessions.

8. Perform any other functions assigned.

SECTION 4

Required Qualifications and Experience

EDUCATION

Applicants to IOM Enumerators must, at the time of application, meet one of the following requirements:

a) Be enrolled in the final academic year or completed a first university degree programme (minimum Bachelor’s level Spanish or equivalent);

b) Have proof of fluency in Spanish either through vocational training or other verifiable qualifiers (subject to language assessment);

d) Must be between 20 and 36 years of age;

e) National/ Resident of Trinidad and Tobago with valid work permit

* Click here to enter text.

EXPERIENCE

1. Persons with experience in conducting surveys, whether for public institutions, the state or the private sector is desirable.

* Click here to enter text.

SKILLS

1. Accountability – takes responsibility for action and manages constructive criticisms
2. Client Orientation – works effectively well with client and stakeholders
3. Continuous Learning – promotes continuous learning for self and others
4. Communication – listens and communicates clearly, adapting delivery to the audience
5. Creativity and Initiative – actively seeks new ways of improving programs or services
6. Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
7. Performance Management – identify ways and implement actions to improve performance of self and others.
8. Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
9. Professionalism - displays mastery of subject matter
10. Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
11. Technological Awareness - displays awareness of relevant technological solutions;
12. Good inter-personal skills
13. strong technology skills
14. ability to work under extreme pressure in difficult conditions while maintaining security awareness
15. flexibility and focus on processes and their improvements;
16. ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds
17. stamina, determination, commitment and adaptability in the workplace are required
18. understands applicability and limitation of technology and seeks to apply it to appropriate.

* Click here to enter text.

SECTION 5

Languages[[1]](#footnote-1)   
IOM’s official languages are English, French, and Spanish.

REQUIRED

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

DESIRABLE

*Specify desirable language/s, for example:*

Working knowledge of Arabic.

SECTION 6

Competencies[[2]](#footnote-2)

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 – Choose a level.

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 actions and delegated work.

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

---- *If direct reports (10th row above) for PAS is greater than zero, then the managerial competencies below are inserted.* ----

MANAGERIAL COMPETENCIES - Behavioural indicators – Choose a level.

Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization’s vision. Assists others to realize and develop their leadership and professional potential.

Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.

Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.

Strategic thinking and vision: Works strategically to realize the Organization’s goals and communicates a clear strategic direction.

Humility: Leads with humility and shows openness to acknowledging own shortcomings.

SECTION 7

Signatures

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

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. [↑](#footnote-ref-1)
2. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-2)