

POST DESCRIPTION

SECTION 1

Position Information

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| Position Title | Data Processor |
| Position Grade | Ungraded |
| Duty Station | Port of Spain |
| Position Number | 20052142 |
| Job Family | Data |
| 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  | DTM Consultant |
| 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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| Trinidad and Tobago, historically, has encountered varying flows of Venezuelan migrants. Over the last 4 years however, the Venezuelan population has increased significantly not only in this country but in the wider Caribbean and Latin America. Trinidad and Tobago in particular, has experienced an unprecedented increase due to its geographical proximity to the Bolivarian Republic of Venezuela. This, sudden surge in numbers has raised concern among state agencies, NGO’s and the general population. Although not traditionally categorized as a source country for mass movement of migrants, a combination of internal events in Venezuela has recently changed this reality. With a mandate to promote orderly and safe migration based on the respect for migrants’ rights, this phenomenon is of special interest to the International Organization for Migration (IOM). Accordingly, IOM launched a study geared towards monitoring the presence of Venezuelan migrants in Trinidad and Tobago in September 2018. Moreover, it employs the Displacement Tracking Matrix (DTM) as a data collection tool to characterize the migrant population and gather information on their mobility towards and within Trinidad and Tobago. This information would provide a better understanding of the routes explored, motivations for travel and challenges faced during their journey, all of which are necessary to inform decision-making among policy makers. Under the guidance and direct supervision of the DTM Consultant and overall supervision of the Head of Office, the Data Processor will be responsible for the management of survey data/databases, data verification and processing, as well as preliminary data analysis. |

SECTION 3

Responsibilities and Accountabilities

1. Collaborate with the DTM Consultant and Head of Office on all issues relating to the survey data.
2. Monitor and report regularly on the progress of the questionnaire uploads and processing to the DTM Consultant and the Head of Office.
3. Support the effective execution of DTM projects and guarantee regular monitoring according to agreed standards and deadlines.
4. Assist with the finalization of the DTM questionnaire and Kobo upload, by rigorously test questionnaire on system.
5. Finalize the data dictionary.
6. Support stakeholder consultations.
7. Assist with the DTM field staff training.
8. Create and maintain a daily survey tracker.
9. Monitor uploaded work of enumerators and conduct checks as required to monitor and ensure the quality of the DTM, in keeping with survey standards/guidelines and for accuracy and completeness.
10. Maintain all relevant documentation and reports related to the data processing.
11. Clean dataset/s
12. Verify and submit cleaned national DTM datasets (Trinidad, and Tobago).
13. Generate the data tables, graphs, charts.
14. Prepare a report on the data processing exercise.
15. Assist with reviewing and finalizing the analysis report.
16. Perform any other duties as assigned.

SECTION 4

Required Qualifications and Experience

EDUCATION

1. Minimum of a Bachelor’s or above university degree, in (quantitative) Social Sciences, Sociology, Computer Science, Data Management, Statistics, or in another field related to the services.
* Click here to enter text.

EXPERIENCE

1. At least 5 years of working experience acquired in government, non-governmental sector, consulting or related.
2. Experience in one or more of the following fields: statistics, research, field work management, would be desirable.
3. Proficient in Microsoft office Suite (Outlook, Word, Excel, PowerPoint).
4. Proficient in statistical software packages (SPPS, STATA)
5. Familiarity with data collection and management platforms e.g. KoBo toolbox
* Click here to enter text.

SKILLS

1. Demonstrated ability to deliver quality work under tight timeframes.
2. Excellent communication and report writing skills and fluent command of English.
3. Accuracy and attention to detail
4. Organizational and time management skills
5. Research and data collection skills
6. Critical thinking and analytical skills
7. Accountability – takes responsibility for action and manages constructive criticisms
8. Client Orientation – works effectively well with client and stakeholders
9. Continuous Learning – promotes continuous learning for self and others
10. Communication – listens and communicates clearly, adapting delivery to the audience
11. Creativity and Initiative – actively seeks new ways of improving programs or services
12. Leadership and Negotiation – develops effective partnerships with internal and external stakeholders
13. Performance Management – identify ways and implement actions to improve performance of self and others
14. Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility
15. Professionalism - displays mastery of subject matter
16. Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation
17. Technological Awareness - displays awareness of relevant technological solutions
18. Excellent communication and negotiation skills
19. Understanding of complex social-political environments
20. Ability to work under extreme pressure in difficult conditions while maintaining security awareness
21. Flexibility and focus on processes and their improvements
22. Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds
23. Stamina, determination, commitment and adaptability in the workplace are required
24. 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 English 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)