



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	DTM Enumerator
Position grade	Ungraded - Daily Wage Worker
Duty station	Port of Spain with travels within the country of Trinidad
Position number	New Position
Job family	Migrant Protection
Organizational unit	
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Position rated on	(to be filled by Classifier)
Reports directly to	National Head of Resource Management
Number of Direct Reports	2
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>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 American countries have been heightened. A Regional Refugee and Migrant Response Plan (RMRP) 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.</p> <p>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.</p> <p>Under the general supervision of the National Head of Resource Management and the guidance of the DTM Consultant and the Field Coordinator, the DTM Enumerator will conduct anonymous surveys of the needs of Venezuelan migrants, in line with codes of conduct and humanitarian principles outlined in the training program and outlined below.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none"> 1. Attend all training and debriefing sessions 2. Conduct data collection and data entry functions 3. Ensure that the survey standards are met, and that information entered is accurate and complete. 	

<ol style="list-style-type: none"> 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. Ensure the timely preparation and generation of information at the local level of products and assistance in the exchange of information and dissemination to all channels. 6. Complete daily enumerator control form and submit completion certificate. 7. Perform any other duties as may be assigned. 	
IV. REQUIRED QUALIFICATIONS AND EXPERIENCE	
EDUCATION	
<ul style="list-style-type: none"> • Vocational Training: Students taking final courses or graduated from careers related to social or human sciences or statistics and/or persons with at least five (5) CXC or CSEC passes. 	
EXPERIENCE	
<ul style="list-style-type: none"> • Persons with experience in conducting surveys, whether for public institutions, the state or the private sector. 	
SKILLS	
<ul style="list-style-type: none"> • Computer Literacy • Effective Communication Skills • Flexibility • Professionalism 	
V. LANGUAGES	
Required <i>(specify the required knowledge)</i>	Desirable
Fluency in both English and Spanish is required.	
VI. COMPETENCIES¹	
The incumbent is expected to demonstrate the following values and competencies:	
Values <ul style="list-style-type: none"> • <u>Inclusion and respect for diversity</u>: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. • <u>Integrity and transparency</u>: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct. • <u>Professionalism</u>: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges. 	

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

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.
- 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.

SIGNATURES:

1ST LEVEL SUPERVISOR

DATE 01.10.2021

Cherlez Philip

National Head of Resource Management



2nd LEVEL SUPERVISOR

DATE 01.10.2021

Jewel Ali

Head of Office – Project Coordinator

