IOM
UN MIGRATION

GENERIC POST DESCRIPTION

Position Information

Position Title	Project Assistant, Data Integrity
Position Grade	G5
Duty Station	San Salvador, El Salvador
Position Number	00000000
Job Family	Operations
Organizational Unit	US Refugee Admissions Program, RSC
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	Rated on 3 April 2018
Reports directly to	Project Associate, Date Integrity
Number of Direct Reports	0

Organizational Context and Scope

The United States Refugee Admissions Program (USRAP) operates world-wide with a target of providing resettlement opportunities to thousands of refugees each year. IOM provides a range of services and support to the USRAP including, but not limited to, case processing, migration health assessments, cultural orientation training, organized transportation and administration of a travel loan and collections program. The Department of Operations and Emergencies (DOE), specifically the Resettlement and Movement Division (RMM), has the organizational responsibility to provide direction, oversight, and guidance to IOM's global support to all resettlement programs.

Under the United States Refugee Admissions Program (USRAP), Resettlement Support Centers (RSCs) provide critical support and processing assistance for resettlement to the US. As part of an MOU between IOM and the US State Department Bureau for Population Refugees and Migration (PRM), IOM manages several RSCs which prepare applications for adjudication by and provide support to visiting US Citizenship and Immigration Services (USCIS) officers, facilitate security and medical

screenings, provide information about arriving individuals to resettlement agencies in the US and offer Cultural Orientation (CO) training to individuals departing for the US.

Under the overall supervision of the Project Coordinator, Data Integrity and direct supervision of the Project Associate, Date Integrity, the successful candidate will be based in San Salvador, El Salvador and will have the following duties and responsibilities:

Responsibilities and Accountabilities

1. Undertake data integrity activities in an assigned area related to report management, application management and/or data quality assurance and, as required, guide and assist in monitoring teams of Project Clerks and Project Assistants in Data Integrity in organizing and completing data integrity activities in an assigned area.

2. Monitor and assist in guiding Data Integrity team members with the creation and distribution of clear, concise and timely reports for RSC Latin America using Tableau, Microsoft Power Business Intelligence (Power BI), SQL Reporting Services (SSRS) and other reporting tools, and with the design and publishing of reports presented in a clear and informative format.

3. Efficiently and effectively maintain complete documentation on reports, RSC applications, and data quality assurance tools, ensuring they are utilized in accordance with established Standard Operating Procedures (SOPs).

4. Assist the Project Officer, Data Integrity as they work in partnership with RSC supervisors to gather and document application and quality assurance business and system requirements, and to translate those business and system requirements into the design and development of in-house applications, reports and data quality assurance systems that serve as comprehensive solutions for the USRAP at RSC Latin America.

5. Provide support in the production and development of reporting databases for RSC Latin America, identifying problems in logic, integrity, and efficiency in the applications, quality assurance systems, and reports.

6. Perform ad-hoc reporting and data analysis upon request and conduct regular quality assurance checks of data in START to verify the accuracy of information and the RSC's compliance with all USRAP and RSC SOPs in relation to reporting, application management and data quality assurance.

7. Research and respond to reporting requests from RSC Latin America colleagues, resolving questions and issues related to RSC applications, data quality assurance and reporting systems.

8. In coordination with supervisors, liaise as needed with other teams and units in RSC Latin America and other RSCs. Provide regular reports on the work being accomplished within the team to supervisors and team members.

9. Train other Data Integrity team members as needed to efficiently and effectively manage reporting, application management, and data quality assurance.

10. Undertake duty travel as needed to participate in data integrity-related activities, for meetings and for training.

11. Demonstrate an in-depth understanding of the USRAP, SOPs and START, as well as the ability to remain professional, impartial and unbiased during all interactions with colleagues and external stakeholders.

12. Maintain the confidentiality and integrity of all RSC-related information by implementing control procedures in line with USRAP standards of conduct and data protection rules. Alert RSC management of any non-compliance to SOPs or codes of conduct by RSC staff members.

13. Perform such other duties as may be assigned.

SECTION 4
Required Qualifications and Experience

EDUCATION
- Completed secondary education required

EXPERIENCE
- Five years of working experience with secondary education; three years of working experience with Bachelor's degree, preferable in Computer Science, Information Management or a related discipline
- Thorough knowledge of English
- Ability to use own initiative and work under pressure with minimum supervision

SKILLS
- Excellent computer skills, including in Word, Excel and Internet; IT skills are a distinct advantage
- Knowledge of Tableau, Microsoft Power Business Intelligence (Power BI), Microsoft SQL Server 2012 and SQL Reports Server and experience in using SSMS and BIDS
- Excellent data analysis, visualization and presentation skills
- Strong interpersonal and communication skills
- Self-motivated and objective driven

SECTION 5
Languages

REQUIRED
For all applicants, fluency in english and spanish is required (oral and written).

Competencies[1]

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.* ----

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

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

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