

POST DESCRIPTION

SECTION 1

Position Information

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| Position Title | Regional Data Hub Intern |
| Position Grade | Intern |
| Duty Station | Nairobi |
| Job Family | Regional Data Hub |
| Organizational Unit | Regional Data Hub |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Regional Office |
| Reports directly to | Regional Data Hub Coordinator |
| Number of Direct Reports | 0 |

SECTION 2

Organizational Context and Scope

BACKGROUND INFORMATION

Established in early 2018 at IOM’s Regional Office in Nairobi, the Regional Data Hub (RDH) aims to support evidence-based, strategic and policy-level discussion on migration through a combination of initiatives. The RDH strategy is structured along four main pillars: data collection capacity to ensure harmonization and interoperability of key methodologies used to monitor population mobility; information management capacity to strengthen data consolidation and quality control across the various data sources; regional research and analysis on mixed migration topics and enhancing data dissemination and knowledge sharing across programmatic and policy-level stakeholders; and capacity building development initiatives to provide technical support migration data harmonization and governance.

In particular, the RDH uses multiple tools and processes to investigate the migration narrative in the region and gain a more in-depth understanding of the actors, dynamics and risks of migration. These initiatives aim to fill existing gaps by strengthening the regional evidence base on migration, which will further improve policymaking and programming. The RDH strategy is in line with the objectives of the IOM Migration Data Strategy (MDS) and the IOM Global Data Institute (GDI) strategic priorities of data for action that helps save lives and deliver solutions, comparable and relevant data for insight across corridors that facilitate regular migration pathways, and foresight that enable actors to anticipate, and prepare for the forces emerging on the horizon.

SUPERVISION

Under the overall supervision of the Senior Regional & Policy Programme Coordinator, the direct supervision of the Regional Data Hub (RDH) Coordinator and in close coordination with the Regional Displacement Tracking Matrix (DTM) and Information Management Officer, the successful candidate will be responsible for supporting in the analysis, research and dissemination of products investigating mixed migration movements, trends, and its characteristics across the East, Horn and Southern Africa region.

SECTION 3

Responsibilities and Accountabilities

1. Support conducting geographic and thematic analyses and reports on issues of relevance to the current mixed migration dynamics in the region.
2. Support the consolidation and validation of mixed migration data collected at various points along the migration journey: en route, stranded or in need of assistance, voluntary and forced returns, humanitarian evacuations, and return and reintegrated migrants.
3. Support verifying estimates from staff in the field, validate data through qualitative information and triangulation with other sources, both primary and secondary (including media monitoring, local authorities, network of key informants).
4. Contribute to research, analysis, and report on mixed migration data, and support other preparatory phases of thematic studies such as drafting data collection tools and training materials.
5. Support with literature / desk review, and carry out extensive and in-depth data analysis of the datasets collected for mixed migration and thematic studies.
6. Assist in production of regular analytical products on the migration and mobility landscape in the region as per unfolding reporting needs and regional briefing requests.
7. Work closely with the design team to produce visually appealing reports easily digestible by a broad audience.
8. Support in review of regional and country level reports from DTM and data colleagues in the region ensuring adherence to IOM reporting guidelines.
9. Contribute to the RDH communication strategy by managing its social media accounts, email campaigns, and website to ensure a coherent overall visual identity of its key activities and institutional products.
10. Provide support to RDH administrative functions including but not limited to organization and preparation of external events and workshops, administration of requisite procurement processes and liaison with relevant colleagues on human resource related matters.
11. Perform such duties as may be assigned.

TRAINING COMPONENTS AND LEARNING ELEMENTS

The intern will be exposed to the daily work and activities of RDH colleagues and IOM colleagues at-large from a regional and global perspective. IOM colleagues will provide necessary training opportunities to ensure the intern has the requisite competencies and skills to undertake the assignment. This can include technical briefings with RDH colleagues as well as mentorship opportunities with IOM colleagues at regional and global levels. These opportunities will allow the intern to enhance their own competencies whilst contributing to the analytical and research work of the RDH thereby strengthening the migration evidence base across the region.

The intern will engage in diverse learning and mentoring activities by professionals within IOM as well as professional development courses and offerings, including through the IOM internal learning platform and external providers such as LinkedIn Learning. These offerings include courses focusing on soft and hard skills necessary for the proposed assignment. Moreover, the intern will have the opportunity to participate in meetings, conferences and events organized by RDH in pursuit of its objectives which may include participants from IOM Member States, Regional Economic Communities (RECs), academia, civil society and other program partners.

SECTION 4

Required Qualifications and Experience

EDUCATION

University degree (completed or in pursuit) from an accredited academic institution in a field of study related to social science, economy, information management, or other relevant disciplines.

EXPERIENCE

* Experience in data collection, research, and report writing;
* Professional or academic experience in combining qualitative and quantitative research methods;
* Experience in migration, international development and research and analysis, with developing country experience highly desirable;
* Strong understanding of the migratory context in the East, Horn and/or Southern Africa highly desirable;
* Ability to work effectively and harmoniously in a multicultural environment with colleagues from various professional backgrounds;
* Experience working in the UN or other international development organizations is considered an asset;
* Incorporates gender related needs, perspectives, concerns and promotes equal gender participation.

SKILLS

* Excellent communication skills and excellent attention to detail and quality with ability to prepare clear and concise reports;
* Excellent research, writing, communication and analytical skills and creative thinking;
* IT skills, especially Microsoft Office and Adobe Creative Cloud (a great command of Excel, InDesign and Illustrator is a strong advantage);
* Knowledge of common quantitative qualitative analysis software (e.g. NVivo RStudio, SPSS or Stata) desired;
* Experience in the development and implementation of ODK or any other mobile data collection tools is considered an asset;
* Working experience with GIS tools including ArcGIS Desktop, Server and Online is considered an asset.

SECTION 5

Languages

REQUIRED

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

DESIRABLE

Working knowledge of French.

SECTION 6

Competencies[[1]](#footnote-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 – 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.

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.

NOTES

Eligibility and Selection

In general, the Internship Programme aims at attracting talented students and graduates who:

a) have a specific interest in, or whose studies have covered, areas relevant to IOM

programmes and activities;

b) are holding a scholarship for internship placements in international organizations

and/or for whom internship is required to complete their studies; or

c) are sponsored by governmental/non-governmental institutions and/or academia to work in specific areas relevant to both IOM and the sponsor.

d) are either enrolled in the final academic year of a first university degree programme

(minimum Bachelor’s level or equivalent) or have graduated in the last 12 months.

e) are at least 20 years of age.

* Only shortlisted candidates will be contacted, and additional enquiries will only be addressed if the candidate is shortlisted.
* Please consider the cost of living in the duty station prior to applying.

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