



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	DTM Reporting Intern – Website Support
Classification	Thematic focus: To assist IOMs Global Displacement Tracking Matrix (DTM) support team with reporting support and the implementation of quality control mechanisms
Type	Internship
Duty station	London, UK
Reporting directly	DTM Lead Editor (London)
Overall supervision	Global Coordinator for DTM

II. ORGANIZATIONAL CONTEXT AND SCOPE
<p>Since 2004 the Displacement Tracking Matrix (DTM) is IOM's main operational tool for tracking and monitoring the movements and the evolving needs of displaced populations. It has been systematically deployed in medium to large-scale humanitarian response operations in the last seven years, including in all Level 3 emergencies. During 2021 DTM was active in over 86 countries. To coordinate and support operations implemented by approximately 5,600 staff, the global DTM support team is comprised of 45 specialists across eleven locations (Geneva, London, Bangkok, Nairobi, Dakar, Cairo, Pretoria, San Jose, Buenos Aires, Vienna and The Hague).</p> <p>Located in the IOM London office, under direct supervision of the DTM Analytics, Knowledge and Output Quality (AKO) Unit Lead, the DTM Lead Editor (London, UK), the successful candidate will integrate into the DTM AKO unit. The AKO unit of the global DTM support team is tasked with direct support to country and regional offices to ensure that the quality of analytic outputs is maintained in line with the global DTM standards, and are fit for purpose based on the audience and information needs at the country level. The AKO unit is also engaged in exploring the analytic potential of DTM data through thematic workstreams including children on the move, climate and natural hazard induced mobility, gender and displacement/migration, urban displacement/migration, data science and ethics, the humanitarian, development and peace nexus.</p> <p>This internship will be based within the London team with close collaboration with the Global DTM Web Development team in Geneva. The internship will focus on supporting the AKO team with updating content on the DTM website, quality control of content on the website, and support with troubleshooting issues on the website relating to uploading reports, amongst other tasks.</p>

III. RESPONSIBILITIES AND ACCOUNTABILITIES

Objective: To provide operational website support to global DTM teams, Country and Regional offices.

Common to all interns in the AKO unit:

- Facilitate the logistical **organization** of webinars in support of the DTM unit to ensure **regular** internal and external **updates** on human mobility and displacement;
- If necessary, in coordination with **DTM Country Missions** provide updates on human mobility trends, changes and any other significant observations surrounding human mobility and displacement in the respective context;
- Assist the DTM Country Missions and teams in London in the **production** and **quality** control of **documents**;
- Coordinate with other units of the **global DTM support team** to ensure continuity of functional workflows;
- Provide administrative and logistical support to the London team when needed;
- Provide **support** in review of DTM documents requiring remote assistance to DTM Missions, at their request;
- Support technical training of other staff, including through the organization of dedicated webinars;

Specific Thematic Focus:

- Support with troubleshooting issues on the website related to uploading reports
- Support with adding new content to the website
- Support with developing and implementing process for auditing the quality of content on the DTM website
- Support with updating the taxonomy of reports on the website

Perform any other tasks as assigned.

IV. COMPETENCIES

The incumbent is expected to demonstrate the following competencies:

Excellent research, writing, communication and statistical/analytical skills; ability to prepare clear and concise reports; Accountability; Client Orientation; Continuous Learning; Communication; Creativity and Initiative; Planning and Organizing; Professionalism - displays mastery of subject matter; incorporates gender related needs, perspectives, concerns and promotes equal gender participation; Technological Awareness.

BEHAVIOURAL

Strong and demonstrable knowledge and interest in migration, development economics, political economy of development, conflict studies, public health and/or humanitarian issues; personal commitment, efficiency, flexibility; ability to work effectively and harmoniously in a team and with colleagues from varied cultures and professional backgrounds under tight deadlines.

TECHNICAL

Required

- Fluency in English at a working professional level
- Proficiency using Microsoft Office 365 (Excel, Word and PowerPoint)
- Document management via a CMS, Knowledge of Drupal CMS an advantage
- A basic understanding of web development technologies like (HTML, CSS, Javascript, PHP and MySQL)
- Knowledge of how to manage a drupal website including managing users, content type, views, taxonomies and blocks within drupal

Advantageous

- Experience using data visualization and publication software such as the Adobe suite (Illustrator and InDesign)
- Experience drafting analytic outputs
- Experience in quantitative research methods
- Experience or demonstrable interest in one or more of the global thematic workstreams.
- Experience organizing webinars, training sessions and other events
- Experience working with R (programming language)
- Experience with GIS software such as ArcGIS/QGIS
- Experience with other coding languages (e.g. Python) and relational databases (inc. SQL)

V. EDUCATION AND EXPERIENCE

Bachelors's degree from an accredited academic institution in a field of study related to **Web Development, Web Design or User Experience Design**. Alternatively, a Bachelors degree in **Economics / Development Economics, Data Science, Political Science, Social Science, Development Studies, Public health, Epidemiology** or other relevant disciplines with a significant quantitative component with demonstrable relevant working experience in Web Development, Web Design or User Experience Design.

VI. LANGUAGES

Required

Excellent communication skills in English (written and oral)

Advantageous

Fluency in Arabic, French or Spanish (written and oral)

VII. Eligibility criteria

Required

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

- a) Be enrolled in the final academic year of a first university degree programme (minimum bachelor's level or equivalent); or
- b) Be enrolled in a graduate school programme (second university degree or equivalent, or higher);
or
- c) Have graduated with a university degree and, if selected, must commence the internship within one year of graduation.

VIII. How to apply

Interested candidates must submit updated CV and cover letter (in PDF format and only one file with your name and surname) to dtmrecruitment@iom.int adding "DTM Reporting Intern -Website Support" in the subject line, no later than **Wednesday 15th of March 2023**

Please note that only successful candidates will be contacted, due to the high volume of applications.