



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Intern (DTM Analysis and Reporting)
Position grade	Intern
Duty station	London or home based
Length of internship	3 months with possibility of extension, depending on funding
Job family	Information Management
Organizational unit	DTM/ GDI
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	<i>CO - London</i>
Position rated on	Intern
Reports directly to	DTM Coordinator (Port-au-Prince, Haiti)
Number of Direct Reports	0
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 2019 DTM was active in over 72 countries. To coordinate and support operations implemented by approximately 5,200 staff, the global DTM support team is comprised of 45 specialists across eight locations (Geneva, London, Bangkok, Nairobi, Dakar, Cairo, Vienna and The Hague).</p> <p>The DTM team in Haiti has been active since 2010, when a 7.0 magnitude earthquake resulted in the destruction of more than 300,000 buildings and the displacement of 1.5 million people. Following this destructive earthquake, IOM took the initiative to develop a unified displacement data management process in partnership with the Government of Haiti (GoH) through the Directorate of Civil Protection (DPC in French). More recently, DTM has been active in the humanitarian response to Hurricane Matthew in 2016, to the 2021 Earthquake that hit three Southern departments, and to social and gang-related violence in the Metropolitan Area of Port-au-Prince, combining IDP registration activities with more flexible site assessment and early warning tools based on networks of key informants. The unit also engages in migration monitoring activities along the border with the Dominican Republic and supports research and data management activities across IOM's humanitarian and development programs in the country.</p> <p>DTM Haiti is expanding data collection and analysis to produce regular information products aimed at informing humanitarian operations as well as more in-depth research output on topics related to displacement and migration. The main objective of this internship will be to assist IOM to develop new analytical products based on data collected by DTM in Haiti, with a particular focus on key informant data collected</p>	

as part of the displacement early warning system in the Metropolitan Area of Port-Au-Prince and survey data from multi-sector needs assessments, flow monitoring surveys, and/or other thematic studies. The intern will also support the automation of data cleaning, analysis, and reporting processes by developing suitable scripts in R.

Located in the IOM London office, under direct supervision of the DTM Analytics, Knowledge and Output Quality (AKO) Unit Lead, DTM Lead Editor (London) and the DTM Coordinator (Port-au-Prince, Haiti), and the overall/daily supervision of the Global DTM Coordinator (London), the successful candidate will integrate into the AKO unit and, remotely, in the DTM team in Haiti.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

Objective: Technical assistance in the production and review of information products and reports based on DTM and other data, with the aim of informing humanitarian, early recovery and public health programming in Haiti. Development of R scripts for data cleaning, analysis and visualisation. It is expected that the intern will spend approximately 90% of their time supporting the DTM team in Haiti.

Common to all interns in the AKO unit:

- Provide **support** in **analysis** and **interpretation** of data as well as in review of DTM documents requiring remote assistance, with a primary focus on Haiti;
- 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, **provide updates** on human mobility trends, changes and any other significant observations surrounding human mobility and displacement in Haiti;
- Assist the DTM teams in London and Haiti 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

Thematic focus: *support DTM Haiti on data analysis and reporting.*

- Develop R scripts for data cleaning, analysis and visualization of data collected by DTM in Haiti, with a focus on key informant data collected as part of DTM's displacement early warning system and survey data such as multi-sector needs assessments, flow monitoring surveys, and other thematic studies.
- Draft and edit reports, dashboards and infographics presenting analysis of data collected by DTM in Haiti, ensuring the products are accessible to non-technical audiences.

- Identify and synthesize relevant secondary data sources, contextualizing DTM data to inform humanitarian, community stabilization and early recovering programming.
- Assist in the refinement of DTM's data collection methodologies and questionnaires, identifying good practices and providing recommendations for improvement.
- Support technical training and mentoring of national staff, including through the organization of dedicated webinars.
- Support ad hoc information requests and reporting activities related to DTM's work in Haiti.

Perform other duties as may be assigned throughout the internship.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

Master's degree from an accredited academic institution in a field of study related to **Economics / Development Economics, Political Science, Data Science, Development Studies, Public health**, or other social science disciplines with a significant quantitative component. Alternatively, Candidates with a Bachelor's degree with one year or more of relevant working experience are encouraged to apply. Regarding working experience, candidates able to demonstrate transferable skills from other industries or sectors are also encouraged to apply.

EXPERIENCE

- Experience in quantitative research projects and data analysis (survey research, statistical modelling, applied econometrics and/or machine learning), with a demonstrated ability to work independently (required).
- Demonstrated experience in writing clear and concise reports for a variety of audiences (required).
- Strong knowledge and interest in migration / displacement, development economics, political economy of development, conflict studies and/or humanitarian issues (required).
- Experience in qualitative research projects or case studies (preferred).
- Experience working in a team in a time-pressured work environment (preferred).

SKILLS

General skills

Required

- 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.
- Ability to work independently and maintain motivation with limited supervision.
- Strong writing and communication skills

Technical skills

Required

- Proficiency using Microsoft Office 365 (Excel, Word and PowerPoint)
- Knowledge and proven experience working with R (programming language), including at least three of the following packages: dplyr, data.table, ggplot2, shiny, sf (or equivalent)
- Advanced knowledge of quantitative research methods (survey research, statistical modelling, applied econometrics and/or machine learning)

Advantageous

Any or more of the following:

- Experience using Adobe Suite (e.g. InDesign, Illustrator)
- Experience using Microsoft PowerBI
- Experience with GIS software such as ArcGIS/QGIS
- Experience with other coding languages (e.g. Python) and relational databases (inc. SQL)
- Experience in qualitative research methods

V. LANGUAGES

Required <i>(specify the required knowledge)</i>	Desirable
Fluency in English and French (Oral and Written)	Haitian Creole

VI. COMPETENCIES¹

The incumbent is expected to demonstrate the following values and competencies:

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

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

Core Competencies – behavioural indicators *level 2*

- 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

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 Analysis and Reporting - Haiti" in the subject line, no later than Thursday **28th of April 2022**.

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