



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Position title	DTM Data Sharing Intern
Position grade	Internship
Duty station	London
Position number	
Job family	Information Management
Organizational unit	10012878
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	IOM UK
Position rated on	
Reports directly to	Data Responsibility and Ethics Officer
Number of Direct Reports	
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Since 2004 the Displacement Tracking Matrix (DTM) has been 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 2020 DTM was active in over 86 countries. To coordinate and support operations implemented by approximately 6,600 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>With the expansion of DTM's portfolio, global workstreams and worldwide coverage the number of requests from external counterparts for use DTM data has exponentially increased. This has resultantly created the need to set in place more efficient procedures and systems that will in addition to maximizing the use of DTM data will contribute to enhanced data accountability and improved data governance practices.</p> <p>The main objective of this internship will be to assist DTM to ensure adherence to existing policies, procedures and frameworks for DTM data sharing and assist in updating and developing new practical guidance, as needed. The intern will interact with DTM staff across geographical units, as well as with internal DTM project holders in the areas of data ethics, data governance, data protection, central data dictionary, and DTM standards. Located in the IOM London office, under direct supervision of the Data Responsibility and Ethics Officer and the global supervision of the Global DTM Coordinator, the successful candidate will integrate into the DTM AKO unit.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<p>Objective: Contribute to enhanced Data Governance through facilitating adherence to and development of enhanced systems and procedures for sharing and use of DTM data with and by external counterparts.</p>	

Thematic Focus: assist DTM in applying data sound data sharing practices, in accordance with relevant internal policies:

- Based on existing tools, and coordination with systems experts, to enhance an effective and accessible **system for managing** external data requests, inclusive of initial appraisal (categorization, urgency and importance), internal coordination, dataset or report readiness, lead time for preparation, response, response time, use and closure for received requests.
- Support drafting of standard operating procedures and technical documentation for data request system management, ensuring alignment with internal data governance and other related policies and necessary coordination with relevant internal stakeholders, across DTM, other HQ units, regional offices and country missions, depending on dataset.
- Maintain the registry including updating the status of the data sharing request, regularly monitoring final use and results when publicly available, or following up directly to populate accountable use in the registry.
- Support processes related to optimization of **data use** and **risk assessment** for external data sharing, by submitting initial appraisal based on recommended internal practices and policies.
- Support the Global DTM team in the process of providing timely response, by ensuring adherence to internal data governance and other relating policies for data sharing requests that have been approved.
- Support management of information, registry and documentation archive related to external data sharing.
- **Follow up** on the **output produced** with the shared data, review if IOM|DTM has been properly referenced and alert management for potential sensitivities or inaccuracies.

Common to all interns in the AKO unit:

- Provide **support** in **analysis** and **interpretation** of data, as **tasked** by the DTM 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 **analysis** and **interpretation** of data as well as in review of DTM documents requiring remote assistance to DTM Missions, at their request.
- Assist in the **refinement of DTM's data collection methodologies** and questionnaires, identifying good practices and providing recommendations for improvement.
- **Support technical training of other staff**, including through the organization of dedicated webinars.

<ul style="list-style-type: none"> • Perform other duties as may be assigned. 	
IV. REQUIRED QUALIFICATIONS AND EXPERIENCE	
EDUCATION	
Advanced degree from an accredited academic institution in a field of study related to social sciences (e.g., migration, humanitarian affairs, development studies, political science, international relations, or a related field), or the equivalent combination of work experience in a related area.	
EXPERIENCE	
<ul style="list-style-type: none"> • Strong knowledge on data processing practices. • Previous experience working with IOM, other UN agencies, NGOs, is an advantage. • Previous experience working on data sharing processes and policies in the public or private sector is also an advantage. • Outstanding analysis and drafting skills – previous experience drafting policies, advocacy documents and communication material for UN agencies and NGOs, a distinct advantage. • Proven ability to maintain close relations with team members, and external counterparts, including international organizations, clusters, government, donors, and other key stakeholders. 	
SKILLS	
<ul style="list-style-type: none"> • Excellent writing and communication skills, efficiency and flexibility. Ability to work under pressure. • Attention to detail and quality and capacity to meet deadlines. Strong analytical skills and creative thinking. • Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds. 	
V. LANGUAGES	
Required	Desirable
Fluency in English	Working knowledge of French or other UN language is an advantage.
VI. COMPETENCIES¹	
The incumbent is expected to demonstrate the following values and competencies:	
Values - all IOM staff members must abide by and demonstrate these three 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. 	
Core Competencies – behavioural indicators	

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

- 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

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 Data Sharing Internship" in the subject line, no later than **Thursday 24th of June 2021**.