To perform data collection functions and ensuring accurate and compliant data is collected.

Objectives of the Job:
To perform data collection accurately and efficiently in accordance with established policies and procedures.

Duties and Responsibilities:

1. To collect all needed data upon constructed or available tools;
2. Make data available for analyzing procedure;
3. To work with feedback from the analyzing and reporting process as needed;
4. Count and reconcile data in terms of quality and quantity;
5. To be familiar with all sophisticated data collection tools and methods;
6. Any other duties required by higher authorities in accordance with laws, regulations and objectives of the agency.

Deliverables:

1. Collect data as required;
2. Hand over all collected data at the end of the working day.

Education:

High School Diploma or Degree in relevant fields

Experience:
SoDMA may accept interns providing the following conditions are met:
a. Enrolment:
   I. Enrolled in a bachelors/master’s programme in a graduate school (second university degree or higher) at the time of application and during the internship (if a candidate is graduating before the internship period begins, they are no longer eligible); or
   II. Pursuing their university/college studies, having completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree, if pursuing
their studies in countries where higher education is not divided into undergraduate and graduate stages;

III. Recent graduates from a university in one of the above mentioned related fields.

b. Skills:

I. Proficiency in English and Somali is required. Fluency in Arabic is an asset;
II. Computer literate in standard software applications;
III. Demonstrated keen interest in the work of the Government; and

IV. Demonstrated the ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of differing opinions and views.

Skill Requirements:
I. Be calm and polite;
II. Be methodical;
III. Competent in the field of mathematics;
IV. Be patient.

Competency Requirements:
I. Be trustworthy and honest;
II. Be respectful;
III. Be flexible;
IV. Possess cultural awareness and sensitivity; and,
V. Demonstrate sound work ethics.

Send your CV to quests-mida@iom.int, Only Shortlisted candidates will be contacted.

Deadline for application is 18th September, 2017