



## Annex 2: Terms of Reference

| <b>I. POSITION INFORMATION</b>  |  |
|---|--|
| Position title  | DTM Field Assistant                      |
| Position grade  | G5 (short-term)                          |
| Duty station  | Blantyre, Malawi                         |
| Organizational unit   | Displacement Tracking Matrix (DTM)       |
| Appointment type  | 6 Months with a possibility of extension |
| Reports directly to   | DTM Field Coordinator                    |
| <b>VACANCY-SPECIFIC INFORMATION</b>   |  |
| Estimated closing date  | 28 March 2023                            |
| Estimated start date  | 3 April 2023                             |
| Posting channel   | Open to First and Second-Tier Candidates |
| Complete WBS (up to the 5th level)  | XXX                                      |
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| <b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>   |  |
| <p>Since 2014, the International Organization for Migration (IOM) in close partnership with the governments, United Nations (UN), and non-governmental organizations (NGOs), has been addressing a range of migration-related issues, including emergency humanitarian situations in Malawi. As part of the mission, IOM's Displacement Tracking Matrix (DTM) has been tracking and analysing human mobility in different informal cross-border and displacement contexts, in a continuous manner.</p> <p>Under the overall supervision of the Chief of Mission and the direct supervision of the Project Officer of IOM's Emergency Operations responding to Cyclone Freddy, the incumbent is expected to perform the following duties:</p>  |  |
| <b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>   |  |
| <ol style="list-style-type: none"> <li>1. Support with the overall implementation of the Displacement Tracking Matrix (DTM) program in the country.</li> <li>2. Lead in the recruitment, deployment and training of enumerators, including making adjustments to the training materials when/if needed;</li> <li>3. Establish regular monitoring mechanisms to ensure timely implementation of activities across targeted geographical areas.</li> <li>4. Establish communication mechanisms for overseeing data collection exercises at region and district level remotely or by traveling to the relevant locations;</li> <li>5. Provide technical guidance on information management and support to Needs Assessment processes, specifically in data collection, processing/collation and analysis ensure compliance with DTM standards and methodology;</li> <li>6. In coordination with the Regional DTM Focal point, support and leverage geographic data for map production and use in geographic information systems (GIS);</li> <li>7. Ensure all data are kept safe and confidential applying IOM's data protection principles;</li> <li>8. Monitor/report to IOM management any security incidents and ensure DTM data collection activities abide by security regulations;</li> <li>9. With inputs from the Program Manager, provide regular feedback to enumerators on the quality of data collected;</li> <li>10. Develop operational plans for data collection and other field activities (validation, etc. ) in coordination with relevant units within IOM (logistics, security).</li> </ol> |  |

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| 11.<br>12. Ensure timely collection of administrative documents such as attendance sheets and vehicle logsheets for processing;<br>13. Provide a final field report to the DTM coordinator and PM at the end of the fieldwork in each assessment;<br>14. Perform such other duties as may be assigned.   |              |
| <b>IV. REQUIRED QUALIFICATIONS AND EXPERIENCE</b>  |              |
| <b>EDUCATION</b>   |              |
| <ul style="list-style-type: none"> <li>University degree in social sciences, business administration or development studies.</li> <li>Computer literate in MS office applications – Word, Excel, Outlook and Database applications.</li> </ul>   |              |
| <b>EXPERIENCE</b>  |              |
| <ul style="list-style-type: none"> <li>Experience in using ODK or KOBO or any mobile application which is used to collect data;</li> <li>Good knowledge of data collection techniques, including surveys, key informant interviews, focus group discussions;</li> <li>Experience conducting training and supervising enumerators / data collection exercises;</li> <li>Ability to use data visualization software like PowerBI and others is an advantage (not essential if applicants meet other criteria);</li> <li>Working experience with GIS tools including ArcGIS Desktop, Server and Online is desirable.</li> <li>Experience liaising with government authorities and other stakeholders;</li> <li>Good knowledge of Malawi's regions and districts is an advantage.</li> <li>Must be available to travel within Southern Region of Malawi on a regular basis.</li> </ul>                                   |              |
| <b>V. LANGUAGES</b>  |              |
| Required   | Advantageous |
| English and Chichewa (Fluent)  |              |
| <b>VI. COMPETENCIES<sup>1</sup></b>  |              |
| <ul style="list-style-type: none"> <li>Accountability – takes responsibility for action and manages constructive criticisms</li> <li>Client Orientation – works effectively well with client and stakeholders</li> <li>Continuous Learning – promotes continuous learning for self and others</li> <li>Communication – listens and communicates clearly, adapting delivery to the audience</li> <li>Creativity and Initiative – actively seeks new ways of improving programmes or services</li> <li>Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;</li> <li>Performance Management – identify ways and implement actions to improve performance of self and others.</li> <li>Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;</li> <li>Professionalism - displays mastery of subject matter</li> </ul> |              |

<sup>1</sup> Competencies and respective levels should be drawn from the Competency Framework of the Organization.

- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

#### Notes<sup>2</sup>

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only national candidates or candidates residing in the country of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, and work permit.

#### **Submit your application to:**

The Resources Management Officer  
International Organization for Migration (IOM)  
Sogecoa Golden Peacock Hotel Complex, Area 13, Plot No.97,  
Lilongwe, Malawi.  
Email: [lilongwevacancy@iom.int](mailto:lilongwevacancy@iom.int).

#### **Closing date for submission is on 28 March 2023**

Only Shortlisted Candidates will be contacted.

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<sup>2</sup> Indicate in this box if there is any differing provision of process because the position is in a specific program or to address emergency situations. For example, if donor approval is required: "The recruitment process for this vacancy will be subject to PRM review, as part of the USRAP process".