



International Organization for Migration (IOM)
The UN Migration Agency

Call for Applications 2022-01

Position Title : **Enumerator** (multiple positions)
Duty Station : **Different duty stations in Czechia**
Type of Appointment : *Ungraded contract, 3 months with possibility of extension*
Indicative Take-Home Pay : *30,500 CZK per month*
Estimated Start Date : **As soon as possible**

Closing Date : **On a rolling basis**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates can apply for this Call for Applications.

Context:

Since 24 February 2022, a high flow of refugees and third-country nationals (TCNs) has entered Czechia as a result of the military operations in Ukraine. These mass movements of people fleeing the conflict in Ukraine to neighbouring and close countries, including Czechia, are set to quickly overwhelm the capacity of national and local administrations and communities to receive them. The need for support in relation to tracking the presence, needs and intentions of affected populations is paramount.

Under the direct supervision of the DTM Team Leader/Focal Point, the **Enumerator** will be responsible of the following activities, according to the procedures and training provided by IOM.

Core Functions / Responsibilities:

1. Identify reliable sources of information/key informants to collect relevant information on registration centers and accommodation facilities for people fleeing Ukraine.
2. Conduct DTM survey and (if requested) registration, in a designated geographical area, according to the operation planning led by the DTM Team Leader/Focal Point;

3. Collect GPS points of collective centers/displacement sites and infrastructures;
4. Assess the situation in collective centers and camp-like settings through direct observation and triangulate the information to facilitate its analysis;
5. Ensure of the quality of the information collected by systematically verify and correct the questionnaire/form at the end of the interview/registration;
6. Liaise with various humanitarian, governmental partners and the displaced community in the field;
7. Report on a daily basis on the activities conducted and the realities/issues encountered to the DTM Team Leader/Focal Point and make relevant recommendations;
8. Respect IOM's Data Protection Principles;
9. Perform other duties as they might be assigned.

Required Qualifications and Experience

Education

- High School diploma as minimum requirement.

Experience

- Experience working with individuals at community level.
- Flexibility to perform and deliver in difficult situations.
- Works effectively with clients and stakeholders.
- Plans work, anticipates risks, and sets goals within area of responsibility.
- Incorporates gender related needs, perspectives, and concerns, and promotes equal gender participation.
- Displays awareness of relevant technological solutions.
- Knowledge of Czechia and its framework of social infrastructure system is an advantage.

Languages

Fluency (oral and written) in English.

Fluency (oral and written) in Ukrainian and/or Russian is required.

Czech or any official IOM language is an advantage.

Required Competencies

The applicant is expected to demonstrate the following competencies:

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Professionalism
- 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, including upgrade of applications.

Other

Any offer made to the candidate in relation to this call for applications is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

How to apply:

Interested candidates are invited to submit their applications in English – Personal History Form or CV and Cover Letter to asiroky@iom.int. In the email, please include “**CfA 2022-01 Enumerator**“ in the subject line.

Only shortlisted candidates will be contacted.

Posting period:

From 19th May 2022 for as long as needed