

JOB DESCRIPTION

Job title: Information Management Specialist – Mixed Migration Centre

Employment category: Band G1

Reporting to: Mixed Migration Manager - Asia

Technical line manager: 4Mi Project Manager

Direct reports: none

Supervise: none

Unit/department: Asia region

Location: Bangkok, Thailand

Authorization level: N/A

The MMC is a leading source for independent and high-quality data, research, analysis and expertise on mixed migration. The MMC aims to increase understanding of mixed migration, to positively impact global and regional migration policies, to inform evidence-based protection responses for people on the move and to stimulate forward thinking in public and policy debates on mixed migration. The MMC's overarching focus is on human rights and protection for all people on the move. The three overall objectives of the MMC are:

- To contribute to a better, more nuanced and balanced understanding of mixed migration (knowledge)
- To contribute to evidence-based and better-informed migration policies and debates (policy)
- To contribute to effective evidence-based protection responses for people on the move (programming)

The MMC is a global network, with regional hubs in Africa, Asia, Europe and Latin America hosted in DRC regional offices, and a small central team in Geneva. The MMC is part of, and governed by, DRC. While its institutional link to DRC ensures MMC's work is grounded in operational reality, it acts as an independent source of data, research, analysis and policy development on mixed migration for policy makers, practitioners, journalists, and the broader humanitarian sector. The position of the MMC does not necessarily reflect the position of DRC. For more information on MMC visit our website here: www.mixedmigration.org

The 4Mi data collection initiative

One of MMC's flagship project is the [\(4Mi\)](#). 4Mi collects data through in-depth structured interviews, focusing on protection risks and the conditions and experiences faced by people on the move, as well as their motivation for migration. 4Mi fills information gaps around protection and vulnerabilities with a view to informing policy and humanitarian programmatic response as well as enhancing sector understanding and knowledge on migration dynamics.

MMC Asia and the Pacific

MMC is currently operational in Asia through several data collection initiatives. MMC Asia and the Pacific (MMC AP) is collecting data in Indonesia, Malaysia, Thailand, Pakistan and Türkiye on a number of different initiatives focusing on various topics, including: understanding of mixed movements and the associated protection risks for refugees and migrants; perception of irregular migration among migrant communities; smuggling of migrants and refugees in Southeast Asia; and onward movements of migrants and refugees from Pakistan and Türkiye.

Overall purpose of the role:

The Information Management Specialist's role is to support the development of independent and high-quality data, information, research and analysis on mixed migration. The IMS is responsible for the day-to-day management, analysis and sharing of data related to the MMC AP's mixed migration activities and research. The IMS is the focal point for the 4Mi data collection platform in the region and also participates in analysis and the creation of knowledge products, working in close collaboration with the 4Mi Project Manager. The IMS technically reports to the regional 4Mi project manager.

Responsibilities:

Information management and data processing

- Maintain the 4Mi data collection platform, ensuring that information is of high quality, safely stored and shared, well organized and retrievable, and that data protection guidelines are met.
- Ensure the regular availability of clean datasets for the region and for global use: create and maintain data validation tools, export data in appropriate formats, and validate and clean 4Mi data, working in close collaboration with 4Mi Project Manager and 4Mi colleagues at the global level.
- Conduct IM and data processing in compliance with internal procedures.
- Lead technical elements related to 4Mi monitor trainings and provide continuous technical support to monitors.
- Lead and ensure liaison with MMC global team on survey design, coding, processing and analysis SOPs.
- Lead on MMC AP information management database.

Survey design

- Responsible for ensuring quality of survey coding and adherence to global standards.
- Revise the coding of the survey as required, and in line with MMC standards, coordinating with the 4Mi Global Coordinator as relevant.

Data analysis and creation of knowledge products

- Take lead in developing data visualization systems and appropriate infographics to turn MMC’s data into accessible graphic products.
- In liaison with the MMC AP team, conduct quantitative analysis to create both visual and written materials (including maps), for use in presentations, on the MMC website, in 4Mi snapshots, and other products.
- Designs the layouts of reports and presentations using MMC templates ensuring attractiveness and clarity of information products.
- Contribute to dissemination of knowledge products, including the updating of the regional hub’s page on the MMC website.
- Contribute to the development and implementation of a dissemination plan for all information products.
- Stay up to date on mixed migration dynamics in the region.

Strategy and standards

- Contribute to the development of MMC AP’s research agenda and advocacy strategy.
- Ensure the compliance of MMC standards and guidelines related to information management and data protection.
- Work with the regional 4Mi Project Manager as well as colleagues across the 4Mi network to develop standardized information management tools, and to improve information management and data processing standards for 4Mi.

Experience and technical competencies:

- Minimum 3years of relevant experience at the national or international level in information management, database management, mapping, and web development.
- Experience in handling and processing large datasets through electronic data collection: knowledge of ODK form design using XLS syntax and experience with ODK or Ona database is required.
- Knowledge of different data collection methodologies and proven capacity to analyze statistical information. Knowledge of programs and/or programming languages (e.g., MS Excel / SPSS / R / Stata) for quantitative analysis is essential. Knowledge of 4Mi is an advantage.
- Proven record in handling and processing several large datasets and data cleaning/validation processes.
- Proven record in data collection, compilation, analysis, and reporting with record of production of written and visual knowledge products based on quantitative data. Ability to write in a clear and concise manner with strong oral communication skills.
- Proven skills in data management and visualization through use of software like MS SharePoint, QGIS / ArcGIS, and MS PowerBI.
- Experience working in a multicultural environment.
- Excellent organizational skills and strong attention to detail.
- Excellent communication and teamwork skills, while being independently motivated.

Education: (include certificates, licenses etc.)

- Bachelor’s degree in Information Technology, Information Systems, Statistics, Social Sciences, economics, or a relevant field

Languages: (indicate fluency level)

- High level of proficiency in English

Key stakeholders: (internal and external)

- MMC Asia and the Pacific, the MMC network globally, 4Mi enumerators

Core competencies	Basic	Advanced	Expert
Striving for excellence	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Collaborating	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Taking the lead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communicating	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrating integrity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Find the definition of DRC’s Core competencies [here](#)

APPLY Through the link: [MMC Specialist - Information Management Specialist \(hr-manajer.net\)](#)

- ◆ **Basic:** I master the essentials, but may at times need help from others
- ◆ **Advanced:** I can work independently at full professional level.
- ◆ **Expert:** I am the go-to person when others need help.

The Job description may not exceed two pages