



## Vacancy Notice – ES/VLC/2024/05

### Open to Internal and External Candidates

Position Title : **Business Analysis Specialist**  
Duty Station : **Valencia, Spain**  
Classification : **General Service Staff, G6 – Full Time**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **August 11, 2024**

*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 work environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### **Context:**

At IOM (International Organization of Migration) we recognize data as the cornerstone of our service delivery and decision-making processes. We are the premier source of authoritative migration and displacement data, providing essential insights and foresight for action. Our commitment to pioneering data-informed solutions, bolstered by artificial intelligence, is unwavering. With advanced systems and data fluency, we proficiently collect, securely store, analyse, share, and apply disaggregated data and evidence across the mobility continuum. Leveraging AI, we transform this data into predictive insights and operational intelligence. Our rich data repositories and research are the backbone of evidence-based policy and practice, affirming data's pivotal role in the internal decision-making and management of our organization.

Under the direct supervision of the Application Delivery Officer, the Business Analysis Specialist plays a pivotal role in enhancing our data governance and decision-making processes. Tasked with the rigorous development of documentation, they meticulously capture business requirements and translate them into structured policies and procedures. Their proficiency in crafting clear and comprehensive governance frameworks is essential for ensuring the data integrity, compliance, and usage of the power bi, and AI platforms. The Business Analysis Specialist's contributions are critical to shaping the protocols and guidelines that safeguard our data assets, fortifying the infrastructure of our data governance initiatives.

### ***Core Functions / Responsibilities:***

- Requirements Gathering: collaborate with stakeholders to capture detailed business needs, helping to align projects with strategic objectives and corporate data governance.
- Business Process Mapping: Develop Cross Functional Charts (BPMN) with all stakeholders for each prioritised process.
- Governance Documentation Development: work with the data governance officer to develop and maintain detailed governance documents.
- Reporting and Analytics: create detailed reports and dashboards that provide critical insights, utilizing business intelligence tools to articulate data narratives effectively.
- Cross-functional Collaboration: partner with different business units to drive the adoption of data-driven decision-making and improve overall analytics literacy.
- Project Management: support the management of end-to-end project lifecycles, timely delivering analytics solutions that meet business needs.
- Business Communication: act as the liaison between the business and IT, translating complex requirements into implementable technical solutions.
- Provide guidance and training to colleagues.
- Perform other duties as may be assigned.

### ***Required Qualifications and Experience***

#### **Education**

- Degree in Business Administration, Economics, Data Science, Information Technology, or a related field with five years of relevant professional experience, or
- School diploma with seven years of relevant professional experience.
- Proven record of accomplishment in business analysis with expertise in report generation and business process analysis.
- Practical experience with Power Apps and familiarity with other Microsoft business intelligence tools.

## **Experience**

Candidate must possess experience in a business analysis role with a demonstrated history in developing business requirements documentation and processes. A record of accomplishment of successfully translating business requirements into clear, actionable products is essential.

## **Skills**

- Strong documentation skills with a focus on clarity, accuracy, and thoroughness in creating governance frameworks or product usage procedures.
- Proficiency in Business Process Mapping Technique
- Proficiency in application wireframing techniques
- Proficient in data visualization and report generation with tools such as Microsoft Power BI.
- Strong analytical and problem-solving skills with a keen eye for detail.
- Excellent communication and stakeholder management skills.
- Ability to manage multiple projects with strong organizational and planning capabilities.

## **Languages**

### ***REQUIRED***

For all applicants, fluency in English is required (oral and written).

### ***DESIRABLE***

Working knowledge of French and/or Spanish is an advantage.

## ***Required Competencies***

**VALUES** - All IOM staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

Integrity and transparency: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

Professionalism: Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

**CORE COMPETENCIES** - Behavioural indicators – level 2 (IOM's competency framework can be found at this [link](#))

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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

## ***Other***

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 candidates with Spanish nationality or with labour permit to work in Spain will be considered.

## ***How to apply:***

Interested candidates are invited to send their applications to [HRESAPPLY@iom.int](mailto:HRESAPPLY@iom.int), by **August 11, 2024** at 23:59 (CET - Spanish time), including the following documents:

- a) CV or PHF
- b) Cover letter

The reference code ES/VLC/2024/05 Business Analysis Specialist \_ LAST NAME First Name must be clearly indicated in the subject line of the email, otherwise the application will not be received correctly.

For further information, please refer to:

<https://spain.iom.int/es/vacantes>

Only shortlisted candidates will be contacted.

## ***Posting period:***

Until August 11, 2024