



IOM International Organization for Migration  
OIM Organisation Internationale pour les Migrations  
OIM Organización Internacional para las Migraciones

**Position Title:** Research Assistant Consultant  
**Location:** Paramaribo, Suriname  
**Type of Appointment:** Short Term Consultancy, 3 month contract with possibility of extension  
**Desired Start Date:** 1 May 2017

### 1. Nature of the consultancy:

The 'Mapping Suriname's Diaspora' project is implemented in close collaboration with the Government of Suriname through the Ministry of Foreign Affairs. The project's overall objective is to strengthen the Government of Suriname's capacity to engage and dialogue with the Surinamese diaspora as part of the country's strategic development focus.

A number of outputs will serve to connect with and identify skills and resources within the Surinamese diaspora, as well as to register diaspora return interest and plans to support the development of Suriname. These include the creation of an online database for Surinamese diaspora, the development of a media campaign, the development of a strategy for engaging the diaspora, and outreach to diaspora associations, embassies and the private sector.

Under this project, a study on the existing skill gaps in Suriname's public and private sector will also be undertaken, to allow for an assessment of the skills and competencies needed to support Suriname's development. The purpose of this consultancy is to provide both technical and administrative assistance to the Project Support and Research consultant in completing this skills gap assessment of Suriname's public and private sector.

### 2. IOM Project to which the Consultancy is contributing: 'Mapping Suriname's Diaspora'

### 3. Tasks to be performed under this contract:

Under the overall supervision of the Regional Coordination Officer for the Caribbean, and the direct supervision of the National Project Coordinator for the Caribbean, the consultant will work closely alongside IOM and the Government of Suriname, and under the specific guidance of the Project Support and Research consultant, to assist in completing a skills gap assessment of Suriname's public and private sector.

#### Tasks include:

- Assisting the Project Support and Research Consultant to: 1) complete assessment of needs to determine the skills/competencies required to support the development of Suriname; 2) examine existing gaps within Government structures, civil society, and the private sector; 3) match existing gaps in Suriname with diaspora skills; and 4) finalize the report on Suriname's skills gap assessment for public distribution. This will entail:
  - Collection and analysis of literature
  - Assisting with interviews/round table

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#### Headquarters:

17 route des Morillons • C.P. 71 • CH-1211 Geneva 19 • Switzerland  
Tel: +41.22.717 91 11 • Fax: +41.22.798 61 50 • E-mail: [hq@iom.int](mailto:hq@iom.int) • Internet: <http://www.iom.int>

- Administer surveys
  - Processing and analyzing data (including survey data) in SPSS and Excel
  - Conducting internet research
  - Collecting research reports and other data from local agencies and organizations
  - Some support with drafting text for the report
- Supporting administrative tasks such as note-taking, copying, filing, and arranging and scheduling interviews.
  - Undertaking other duties as assigned by the National Project Coordinator for the Caribbean or the Regional Coordination Officer for the Caribbean

#### **4. Tangible and measurable output of the work assignment:**

At the end of the contractual period, the following outputs will be derived:

- Final Report assessing Suriname's skills gap, and highlighting competencies needed to support the development of Suriname

#### **5. Realistic delivery dates and details as to how the work must be delivered:**

##### **Month 1**

- During the first month of the consultancy, the Research Assistant will support administering, processing and analysing survey data

##### **Month 2**

- During the second month of the consultancy, the Research Assistant will support in organizing and documenting focus groups/roundtables and in processing and analysing research data/materials

##### **Month 3**

- During the third month of the consultancy, the Research Assistant will support with drafting text for the report, and will support organizing and documenting validation meetings

#### **6. Education and Experience**

The qualified candidate should possess:

- University degree preferably in Social Sciences or a related field;
- A minimum of two (2) years of relevant experience in conducting quantitative and qualitative social economic research, preferably for or within a leading international organisation;
- Sound knowledge of Suriname's economic and labor market developments;
- Excellent ability in writing and drafting of reports;
- High level of computer literacy, including Word, PowerPoint and Excel;
- High level of ability with data analysis and statistical software packages (excellent knowledge of SPSS preferable);
- Excellent analytical, communication and negotiation skills;
- Ability to work under tight timelines;
- Integrity and ability to handle confidential information in accordance with policies and protocols on use of information, data and research;
- Proven interest and knowledge of international diaspora and migration policy and issues will be considered a significant asset;
- Experience in liaison with national, regional and international bodies is preferable;
- Fluency in Dutch, and a thorough knowledge of English, spoken and written, is required.