



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Monitoring and Evaluation Assistant**
Organizational Unit: **Monitoring, Evaluation, Learning & Accountability Unit**
Duty Station: **Diyala-Iraq**
Type of Contract: **Sub-Contract to Stars & Orbit**
Grade: **Equivalent to G5**
Duration of Appointment: **Four (4) months, with the possibility of extension subject to satisfactory performance and funds availability**
Closing Date: **27th November 2022**
Reference Code: **CFA2022/IRQ/265**

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged, as well as the internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, the internal candidates are considered as first-tier candidates.

Context/Reporting line:

Under the overall supervision of the Head, Monitoring , Evaluation, Accountability and Learning Unit, the administrative supervision of the Head of Sub Office (HoSO) and the direct supervision of the National Monitoring and Evaluation Officer, the successful incumbent will carry out the following responsibilities:

Core Functions / Responsibilities

- 1- Ensure the development and implementation of the M&E plan and project Results Monitoring Frameworks as in close coordination with the M&E officer in Erbil including but not limited to baseline survey, post-implementation survey, and post-distribution monitoring survey etc).
- 2- Lead and Support in the organization of any MEAL surveys in Baghdad governorate including development of TORs, recruitment of enumerators, training, survey planning and follow-up etc).
- 3- Lead and conduct any other data collection exercise in the field using different techniques including household surveys, focus group discussions, key informant interviews as requested his/her manager
- 4- Ensure the quality of data collected by enumerators
- 5- Coordinate, lead and oversee all M&E data collection activities in Baghdad governorate as guided by the M&E officer in Erbil.
- 6- Support all data analysis of monitoring and evaluation data for inclusion into the program reports.
- 7- Draft MEAL reports and share in a timely manner with M&E Officer
- 8- Contribute to the revisions and creation of monitoring tools, ensure translation and the upload into Kobo as per requested guided by the M&E Officer.
- 9- Ensure regular field monitoring visits as per the M&E plan and upon request from his/her manager to undertake monitoring spot checks in coordination with project managers and MEAL coordination team.
- 10- Ensure regular coordination and meetings with program teams, head of office and MEAL coordination to follow-up on program implementation and, adapt monitoring activities accordingly
- 11- Report back any problems, report bottlenecks and constraints encountered during the course of the activities to his/her manager and suggest present operational solutions
- 12- Ensure that proper filing and compilation of all MEAL-related soft and hard versions of tools data in coordination with the M&E officer
- 13- Organize lessons learnt sessions and files are properly archived, secured workshops to present key findings and easily available upon request give suggestions and recommendations for implementation.
- 14- Coordinate and support the data collection for evaluations as guided by the M&E Officer.
- 15- Carry out any other related assignment as assigned.

Required Qualifications

Education:

- Bachelor's degree in Social Sciences, Business management, Public Administration, Economics, Political Science, ICT, or Demography from an accredited academic university or institution.

Experience and Skills:

- Minimum 3 years of progressively experience responsible in monitoring and evaluation of complex projects such as livelihood, health, NFI/Shelter, and cash intervention is an advantage.
- Familiarity with IOM or any UN projects management approach, and with the Government rules.
- Well-developed analytical and writing/presentation skills.
- Demonstrate sound knowledge and skills of Information Technology, to support the development and maintenance of a database system of the project
- Desirable to have specialized formal training on IT systems, database, business software (Microsoft Office and Outlook), and/or web-based applications
- Team player, able to work respectfully and cooperatively with colleagues or different national and cultural backgrounds;
- Experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint, e.t.c.) and advance knowledge of spreadsheet and database packages, statistics analysis experience on the evaluation of data, as well as, experience in updating data indicator in web system;

Languages:

- Fluency in English and Arabic is required.
- Any other language is an advantage

Behavioral Competencies

- Work prioritization and ability to multitask.
- Shares knowledge and experience.
- Positive and constructive attitude.
- Ability to work and act under pressure with discretion in politically sensitive environment with a minimum of comfort.
- Responds positively to critical feedback and differing points of view.
- Ready to work independently, under tight deadlines.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Ability to work in a multi-cultural team environment with a positive attitude.
- Highest standards of integrity, discretion and loyalty.
- Strives for supportive working environment and positive working relationship.
- Creates a respectful office environment free of harassment, retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).

IOM IN/234 - Policy and Procedures for Preventing and Responding to Sexual Exploitation and Abuse

IOM has a policy of zero tolerance of sexual exploitation and abuse (SEA) by IOM staff members and the employees or any other persons engaged and controlled by IOM Contractors. The staff members and all contract type holders shall protect against and prevent sexual exploitation and abuse (PSEA).

How to apply:

While this vacancy is open to both Internals and Externals, priority shall be given to qualified internal applicants.

Interested candidates are invited to submit their applications via this link:

<https://jobs.my-soc.org/apply/20221113072911/Sz0BmFge7rd2ZnPuosxkjCKOI>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From: 13.11.2022 to: 27.11.2022