



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Monitoring and Evaluation Assistant**  
Organizational Unit: **Transition and Recovery Division**  
Duty Station: **Ninawa (Mosul)- Iraq**  
Sub-Contract to Stars & Orbit  
Type of Contract: **Equivalent to G4**  
Grade: **Six (6) months, with possibility of extension subject to**  
Duration of Appointment: **satisfactory performance and funds availability**  
Closing Date: **05<sup>th</sup> August 2022**  
Reference Code: **CFA2022/IRQ/185**

***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, Transition and Recovery Division, the administrative supervision of the Head of Sub Office (HoSO), and the direct supervision of the National Monitoring and Evaluation Officer in close coordination with the Monitoring and Evaluation Officer, the successful candidate will be responsible for supporting the monitoring and evaluation activities related to the Transition and Recovery Division and perform the following functions:

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

1. Carry out all the monitoring and evaluation field assignments of the Transition and Recovery Division in Ninewa, Anbar and Salah Al-Deen.
2. Ensure regular coordination and communication with the implementation staff, to collect data on progress in achieving targets outlined in project documents.
3. Conduct beneficiary interviews, Focus Group Discussions, and Key Informant Interviews with community and project beneficiaries, and other relevant local stakeholders.
4. Compile qualitative and quantitative reports on beneficiary feedback, evolving realities on the ground, trends, and dynamics.
5. Participate in the development of M&E tools.
6. Provide feedback and recommend improvements to the planning and delivery of field activities.
7. Coordinate with field staff to facilitate access to local actors, and project staff for access to beneficiaries and information on project activities.
8. Ensure that all information and data is collected in a timely manner and consistent with the monitoring and evaluation plans.
9. Ensure quality and accuracy of information collected and timely entry into databases.
10. Ensure appropriate reporting and management of sensitive data, based on "Do No Harm" principles and Protection SoPs.
11. Perform any other duties assigned

#### **Required Qualifications**

##### **Education:**

- Bachelor's degree in Engineering, Computer Science, Economics, Social Sciences, Statistics, or any related field from an accredited academic university or institute.

### ***Experience and Skills:***

- A least 2 years of experience in related field.
- Strong analytic and computer skills, proficiency in Microsoft Office applications, including Word and Excel, internet explorer and Outlook.
- Familiarity with project monitoring, evaluation, and reporting.
- Experience in carrying out interviews, focus group discussions, data collection and assessments.
- Experience in working on Kobo/ODK or other data collection platforms.
- Delivers on set objectives in hardship situations.
- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives.
- Excellent communication and interpersonal skills.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
- Ability to meet deadlines and work under pressure.
- Personal commitment, efficiency, flexibility, drive for results.

### ***Languages:***

- Fluency in English and Arabic is required.

### ***Behavioral Competencies***

- Work prioritization and ability to multitask.
- Shares knowledge and experience.
- Positive, 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/20220727125733/zLn8bRPKjrIAS4vYOpF1gcsW7>

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: 27.07.2022 to: 05.08.2022