



Organization or Agency: **International Organization for Migration (IOM)**  
Position Title: **Monitoring and Evaluation Team leader**  
Organizational Unit: **Transition and Recovery Division**  
Duty Station: **Duhok- Iraq**  
Type of Contract: **Sub-Contract to Stars & Orbit**  
Grade: **Equivalent to G7**  
Duration of Appointment: **Six (6) months, with possibility of extension subject to satisfactory performance and funds availability**  
Closing Date: **05<sup>th</sup> August 2022**  
Reference Code: **CFA2022/IRQ/184**

***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 perform the following tasks:

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

1. Supervise the implementation of all data collection activities under the TRD M&E team.
2. Carry out monitoring visits and assessments to project implementation sites to collect data on progress in achieving targets outlined in project documents.
3. Coordinate with the TRD National Monitoring and Evaluation Officer and related staff to ensure timely and accurate implementation of assigned activities.
4. Lead in preparation and revision of the field monitoring plans and monitoring tools in line with the specific Monitoring and Evaluation (M&E) requirements as per the project documents, donors, and clusters requirements.
5. Fulfill the functions of direct manager for the TRD M&E associates/assistants and monitor the progress of team's work by relaying timely updates to the National Monitoring and Evaluation Officer based on work plans.
6. Coordinate with the TRD Monitoring and Evaluation Officer in the follow up of the members of the team to identify bottlenecks, seek technical advice, and provide orientation according to IOM standard operating procedures and TRD's technical procedures.
7. Maintain healthy and trusted work environment between team members and support career development of the team members through continual coaching combined with transparent unbiased evaluation aiming at developing skills and performance of individuals.
8. Monitor data collection, collation, storage, and reporting (including feedback from beneficiaries and stakeholders on activities and services provided to them) and bring to the attention of the supervisor issues related to data integrity, quality, and audit worthiness.
9. Coordinate with field staff to facilitate access to local actors, and project staff for access to beneficiaries and information on project activities.

10. Ensure that all information and data collected for the TRD M&E work (by the team) is in a timely manner and consistent with the monitoring and reporting requirements and ensure the quality and accuracy of the information and timely entry into databases.
11. Provide inputs in the development of the Mission's overall monitoring framework, lessons learned and best practices material.
12. Ensure appropriate reporting and management of sensitive data, based on "Do No Harm" principles and Protection SoPs.
13. Participate in monitoring training and capacity building opportunities as coordinated by the M&E Officer.
14. Perform any other duties assigned.

## **Required Qualifications**

### ***Education:***

- University degree in Statistics, Information Management, Engineering, Administration, or any related field from an accredited academic university or institute.

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

- At least 5 years of relevant work experience.
- Advanced computer skills in Excel, Word processing, Database management, SPSS or other statistical packages.
- Experience in statistical analysis.
- Practice working knowledge with data collection tools such as: ODK, KOBO and Mobenzi.
- Experience in carrying out interviews, focus group discussions, data collection and assessments.
- Experience working with encoding qualitative and quantitative data into simple databases.
- Delivers on set objectives in hardship situations.
- Effectively coordinates actions with other implementing partners.
- 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, Kurdish 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/20220727125345/1nTheMsA7ifHBIGRoUbXpJFy2>

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