



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Monitoring and Evaluation Assistant**
Organizational Unit: **Monitoring, Evaluation, Accountability and Learning-
MEAL**
Duty Station: **Erbil- Iraq**
Type of Contract: **Sub-Contract to Stars Consultants and Management
Development**
Grade: **Equivalent to G5**
Duration of Appointment: **Six (6) months, with possibility of extension subject to
satisfactory performance and funds availability**
Closing Date: **01 December 2024**
Reference Code: **CFA2024/IRQ/257**

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 general guidance of the Head, Partnership and Coordination Division, the overall supervision of the Monitoring and Evaluation Officer) and the direct supervision of the National M&E Officer, the successful candidate will perform the following duties for the following duties;

Core Functions / Responsibilities

1. Serve as the main focal point for Peacebuilding and Stabilization Division projects and Migration Health Division, providing essential support to the M&E Officer.
2. Assist the M&E Officer in the development and implementation of M&E tools in accordance with project log frames and donor requirements.
3. Assist in coordinating qualitative and quantitative data collection processes, including surveys, focus group discussions (FGDs), interviews, and other similar activities. This includes enhancing the capacity of enumerators in both qualitative and quantitative data collection methods for PSD and MHD surveys.
4. Support the M&E Officer in drafting M&E plans and preparing monitoring reports for PSD and MHD projects in coordination with Information Management Assistant.
5. Collaborate with the M&E Officer to develop effective qualitative and quantitative monitoring systems, tracking tools, and templates. These tools will help enhance the monitoring of project outcomes, improve data quality, and provide reliable evidence to support decision-making processes.
6. Assist in training data collectors on the use of data collection tools and best practices for engaging beneficiaries.
7. Provide inputs for the development of Standard Operating Procedures (SOPs), a guidance note, and training materials for the MEAL team.
8. Support ensuring the quality of data collected from the field by verifying its validity, timeliness, precision, reliability, and integrity, to ensure accurate monitoring of program performance.
9. Orient M&E field staff on MEAL requirements for Peacebuilding and Stabilization Division projects and Migration Health Division projects
10. Provide timely feedback to the Peacebuilding and Stabilization Division and Migration Health Division focal points on M&E findings and project progress.

11. Organize, collect, compile, and maintain all program and MEAL-related data, ensuring proper storage and systematic documentation of records.
12. Conduct field visits to project sites as required by the supervisor, providing on-site support and data collection as necessary.
13. Participate in MEAL/Program meetings, take minutes, and follow up on action plans and decisions.
14. Perform other related duties as assigned by the supervisor

Required Qualifications

Education:

- University degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related field from accredited academic institution with 3 years of relevant professional experience
- Completed High School degree from an accredited academic institution with 5 years relevant professional experience

Experience and Skills:

- Experience working with excel, preferably advanced skills in excel, PowerPoint, SPSS, kobo toolbox, ODK and report writing.
- Knowledge and experience in qualitative and quantitative data management techniques include proficient and skillful use of SPSS, STATA, EXCEL, and data analysis software.
- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations.
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Strong knowledge of monitoring and evaluation tools, research methodologies, data quality assurance, quantitative and qualitative data analysis and M&E report writing.
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage

Languages:

- Fluency in English, and Arabic are required.
- Kurdish is highly desired.

Competencies

■ The incumbent is expected to demonstrate the following values and competencies:

VALUES - All SOC 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 1

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.

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/20241121122840/yBcHIQqEFzmp6gLWx15tVCTZJ>

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: 21 November 2024 to: 01 December 2024