IOM International Organization for Migration

Open to Internal and External Candidates

Position Title	:	Project Assistant - Monitoring, Evaluation, Accountability and Learning (MEAL) (Protection Unit)
Organizational Unit	:	Protection Division
Duty Station	:	Erbil - Iraq
Classification	:	General Service Staff, Grade G5
Type of Appointment	:	Special Short Term contract (SST)
Duration of Appointment	:	Six (6) months with possibility of extension
Closing Date	:	09th June, 2022
Reference Code	:	SVN2022/IRQ/135

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Aapplications 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, internal candidates are considered as first-tier candidates.

Context:

Under the general guidance of the Chief of Mission (CoM), and the overall supervision of Head of protection Unit (PU) and direct supervision of protection officer (MEAL and Reporting), the incumbent will be responsible for the following activities within the Protection Unit:

Core Functions / Responsibilities:

1. Assist in the coordination of qualitative and quantitative data collection processes such as survey, focus group discussions (FGD), interviews, and similar activities, including strengthening capacity of enumerators in qualitative and quantitative data collection.
2. For assigned projects, support the Protection Officer (MEAL and reporting) to define M&E plans monitoring plans and ToRs determining Accountability to Affected Populations (AAP) minimum standard plans and related mechanisms during project implementation.
3. Support the Protection Officer to develop appropriate qualitative and quantitative monitoring, tracking systems, tools, and templates that enhance monitoring of project outputs and quality, generate quality evidence on project effectiveness and prepare data for decision-making processes.
4. Produce summary reports that include graphs, charts, tables, narratives as requested to fulfill internal and external reporting requirements.

5. Verify the quality of data collected from the field based on validity, timeliness, precision, reliability, and integrity of performance data gathered to monitor program performance.
6. Orient project staff of MEAL requirements of their projects and their role in ensuring an effective MEAL system for the project during project start-up and implementation.
7. Support to provide routine training to project staff on monitoring, evaluation, accountability, and learning.
8. Assist the Protection Officer in development and implementation of M&E tools according to project log frame and ensuring quality assurance of field data (completeness, reliability, validity, timeliness, and integrity).
9. Provide technical feedback to project team on M&E findings and follow up on utilization of monitoring results stated in the "Results Monitoring Framework".
10. Organize, collect, compile, and document all program and MEAL-related data and files, ensuring that all records are properly organized and stored.
11. Conduct regular field visits to project sites, meeting with project counterparts and beneficiaries to follow up on activities and provide verbal and written reports.
12. Provide technical assistance to facilitate the application of tools for Humanitarian Accountability, complaints, and response mechanisms of reporting for assigned projects.
13. Perform other related duties as assigned.

Qualifications;

Education

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

Experience

- 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 including 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

Skills

- Ability to summarize disparate information in a clear and concise manner.
- Computer literacy (Microsoft Word and Excel) (required).

Languages

- English, Kurdish and Arabic are required.
- Any other language is an advantage.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:
- Values - all IOM staff members must abide by and demonstrate these three values:
- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

- 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 action 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).

Others
Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a

prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

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 a link:

https://iraqdatacenter.iom.int/Vacancy/Apply/SVN2022IRQ135

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

Posting period:
From 26.05.2022 to 09.06.2022