



Organization or Agency:	International Organization for Migration (IOM)
Position Title:	Senior Monitoring and Evaluation Assistant
Organizational Unit:	Monitoring, Evaluation, Accountability and Learning- MEAL
Duty Station:	Ninawa (Mosul with frequent travels to Duhok and Kirkuk)- Iraq
Type of Contract:	Sub-Contract to Stars Consultants and Management Development
Grade:	Equivalent to G6
Duration of Appointment:	Nine (9) months, with possibility of extension subject to satisfactory performance and funds availability
Closing Date:	01 December 2024
Reference Code:	CFA2024/IRQ/258

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, the administrative supervision of the Head of Sub Office (HoSO) 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. Support on the implementation of the M&E plan in close coordination with the M&E National Officer in Erbil including but not limited to baseline survey, post-implementation survey, and post-distribution monitoring survey.
2. Coordinate the organization of any MEAL surveys in the governorates of Ninawa, Duhok, and Kirkuk governorates including development of TORs, recruitment of enumerators, training, survey planning and follow-up etc.
3. Coordinate any other data collection exercise in the field using different techniques including household surveys, focus group discussions, key informant interviews as requested by line manager.
4. Supervise and guide M&E enumerators of different governorates of Ninawa, Duhok, and Kirkuk governorates.
5. Support on data cleaning, analysis and ensure timely sharing of monitoring findings to managers and relevant program stakeholders.
6. Contribute to MEAL unit's information management dashboards.
7. Contribute to the revisions and creation of monitoring tools, ensure translation and the upload into Kobo as per requested and guided by the M&E Officer.
8. Carry out 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.

9. 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.
10. Report back any problems, report bottlenecks and constraints encountered during the course of the activities to his/her manager and suggest present operational solutions.
11. Ensure that proper filing and compilation of all MEAL related soft and hard versions of tools data in coordination with the M&E officer.
12. Follow-up on Accountability procedures and escalate any sensitive complaints in accordance with the SOP.
13. Adherence to IOM's policies and procedures, and code of conduct.
14. Coordinate and support the data collection for evaluations per the request from line manager.
15. Contribute in drafting monitoring reports.
16. Carry out any other related assignment as assigned.

Required Qualifications

Education:

- Bachelor's degree in any relevant field of expertise from an accredited academic university or Institute with 4 years of relevant professional experience, or;
- Completed highschool diploma with 6 years of relevant professional experience.

Experience and Skills:

- experience in monitoring and evaluation of complex projects, such as shelter, health, protection, cash, community policing, community stabilization, MHPSS, Legal, migration management and so on.
- 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.
- Team player, able to work respectfully and cooperatively with colleagues or different national and cultural backgrounds.
- Good time management skills, and ability to handle different tasks and projects simultaneously.
- Experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint, Power BI, etc.) 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.
- Demonstrated personal commitment to peace, tolerance, and development.
- Excellent interpersonal communication skills are required.
- Ability to conduct field visits to different governorates and stay overnight.
- Data analysis and reporting skills are required.

Languages:

- Fluency in English and Arabic is required.

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/20241121124917/evfD7wdrtcEUN1mFuTnB0Q9Yq>

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