

Job Description

Introduction

Established in 1951, IOM is a Related Organization of the United Nations and the leading UN agency in the field of migration. Working closely with governmental, intergovernmental and non-governmental partners, IOM promotes humane and orderly migration for the benefit of all. It saves lives and protects people on the move, drives solutions to displacement, and facilitates pathways for regular migration, while providing services and advice to governments and migrants.

IOM is committed to fostering a respectful, inclusive and supportive workplace where all employees can thrive professionally and feel valued. By creating such an environment, IOM aims to better harness the full potential of migration and strengthen its support to people on the move.

IOM invites candidates from diverse backgrounds to apply and provides reasonable accommodation throughout the recruitment process when required. Learn more about IOM's workplace culture at [IOM workplace culture | International Organization for Migration](#)

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following IOM Member States that are not represented among staff members in the Professional and higher categories: Bahamas,

Barbados, Comoros, Congo (the), Cook Islands, Dominica, Federated States of Micronesia, Grenada, Guinea-Bissau, Holy See, Iceland, Israel, Kiribati, Marshall Islands, Namibia, Nauru, Palau, Saint Kitts and Nevis, Saint Lucia, Samoa, Sao Tome and Principe, Seychelles, Solomon Islands, Suriname, Timor-Leste, Tonga, Trinidad and Tobago, Tuvalu, Vanuatu

Second tier candidates include:

All external candidates, except candidates from non-represented member states of IOM.

Organizational Context and Scope

Under the overall supervision of the Chief of Mission (COM) in the Democratic Republic of the Congo (DRC) and direct supervision of the Head of the Programme Support Unit (PSU), and in close coordination with the Regional Planning, Monitoring and Evaluation Officer and Regional Risk and Compliance Officer at the Regional Office and relevant Units at Headquarters, the Monitoring and Evaluation (M&E) Officer will be responsible for supporting all aspects of projects/programmes/strategy M&E, the development and implementation of the M&E system to strengthen monitoring and evaluation activities, data collection and analysis, reporting, to facilitate learning and recommend continuous improvements, where necessary.

Responsibilities

1. Maintain and adjust the overall project/programme/strategy Monitoring and Evaluation framework in close coordination with Programme Managers/ Head of Programmes, Head of the PSU, and the COM.
2. Prepare monthly, quarterly, or annual project/programme/strategy reviews, participatory impact assessments, process and operations monitoring, real-time,

midterm, and final evaluations, and lessons learned workshops, while monitoring compliance of M&E arrangements with donor/UN/HQ requirements.

3. Supervise Monitoring and Evaluation support activities assigned to other staff to facilitate comprehensive and detailed coverage of project/programme/strategy M&E activities through all stages of implementation.
4. Ensure a proper use of IOM's Project Information and Management Application (PRIMA) for monitoring, reporting, and evaluation.
5. Ensure that risks are assessed and new ones identified during the regular monitoring of project activities, and where appropriate, ensure that the associated Project Risk Register Matrix and Risk Treatment plans are monitored and regularly reviewed.
6. Collaborate with IOM units, Implementing Partners, and UNCT on both quantitative and qualitative monitoring aspects to provide relevant information for performance management, donor reporting, and evaluations of project/programme/strategy activities, as well as for complying with IOM's institutional monitoring and reporting requirements, including IOM's Strategic Results Framework (SRF), PRIMA, and the Institutional Questionnaire (IQ).
7. Draft regular monitoring reports to be shared with relevant stakeholders, such as donors/UN agencies, and coordinate with the CO's Public Information Officer with regard to utilization of M&E findings in Public Information materials. Ensure that monitoring data and reports are uploaded in relevant systems, including PRIMA, and that evaluation reports are made public and available to the main stakeholders and donors as per the IOM Evaluation Policy.
8. Contribute to and facilitate the regular sharing of M&E findings with relevant stakeholders and other IOM offices and departments, and ensure that M&E data/reports are discussed in the appropriate forum in a timely manner, including to clarify discrepancies and clear gaps.
9. Coordinate the process for identifying the key performance questions, indicators, and parameters for monitoring and evaluating performance and achievements, including alignment to and use of the SRF results and indicators.
10. Design the format for performance reports in line with M&E guidelines and donors/UNCT requirements, review and analyze the monitoring reports and targets, highlight the causes of potential bottlenecks in implementation, and recommend corrective measures, where necessary.

11. Participate in the selection of, and monitor the work of, Implementing Partners that are sub-contracted to conduct surveys and studies required for monitoring and evaluating projects/programme/strategy, in line with procedural M&E and reporting guidance to be included in service providers' contracts.
12. Provide substantive inputs to strengthen the capacity of IOM staff and partners to carry out M&E activities in the CO through training, mentoring, and coaching.
13. Review the availability and quality of existing social and economic data related to the project/programme/strategy area, the methods for collecting them, and the degree to which they can provide baseline statistics and reference for project/programme/strategy monitoring and evaluation.
14. Participate in activities with external partners, the UN, and donors to facilitate access to M&E data to stakeholders. Undertake regular travel to the field in coordination with relevant IOM staff and/or partners to support implementation of M&E and to discuss corrective measures when needed.
15. Participate in the development of projects/programmes in the framework of IOM global strategies, the SRF, CO's Strategy, Consolidated Appeal, and other strategic plans, in coordination with the programme, operational, and resource management staff. Verify that budgets include necessary resources for M&E activities, including for conducting evaluations.
16. Keep abreast of developments in IOM's Evaluation and Monitoring and Results-Based Management (RBM) functions to ensure compliance with IOM strategies and institutional monitoring and reporting requirements, including for the SRF, the IQ, PRIMA, and other regional M&E planning tools.
17. Perform such other duties as may be assigned.

Qualifications

Required Qualifications and Experience

Education

- Master's degree in Statistics, International Relations, Political or Social Sciences, Business or Public Administration, Law, or a related field from an accredited academic institution with two years of relevant professional experience; or,

- University degree in the above fields with four years of relevant professional experience.

Accredited Universities are those listed in the UNESCO World Higher Education Database.

Experience

- Experience in project/strategy conceptualisation, development, monitoring, reporting, and evaluation;
- Experience in capacity-building activities, including design and delivery of training;
- Experience in liaising with governmental and diplomatic authorities as well as with national and international institutions;
- Familiarity with financial and business administration;
- In-depth knowledge of the broad range of migration-related subject areas dealt with by the Organization;
- Excellent knowledge of monitoring and evaluation concepts, approaches, and techniques, including qualitative and quantitative methods, participatory approaches, and evaluative methodologies; and
- Knowledge of UN cooperation frameworks and bilateral donor programming requirements.

Skills

- Strong writing and research skills;
- Excellent communication and analytical skills;
- High degree of judgment and initiative, ability to work with a high degree of independence within assigned areas;
- Strong interpersonal and teamwork skills; and,
- Proven ability to establish and maintain effective working relationships with people of diverse cultural and national backgrounds.

Languages

All IOM staff members in all categories are required to be fluent in one of the IOM's official languages (English, French, Spanish).