

# 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**

IOM CAR in close coordination with the Government of Central African Republic (GOCAR) aims to promote stability, the extension of state presence and community resilience within recovering communities in Central African Republic. Through collaboration with local and national authorities, communities, civil society and private sector, the programme will provide a rapid and flexible mechanism to support stabilization and solutions priorities such as improved infrastructure, essential services, and the promotion of social cohesion particularly in hosting and return communities. Meeting key migration management and solutions-oriented priorities, the programme aligns with the CAR National Development Plan, the National Durable Solutions Strategy, and the UN Sustainable Development Cooperation Framework.

Under the overall supervision of the Chief of Mission and direct supervision of the Programme Manager (Community Stabilization) the Monitoring, Evaluation and Reporting Officer will support monitoring, evaluation, reporting, accountability and information management functions for the community stabilization portfolio in CAR.

## **Responsibilities**

### **Responsibilities and Accountabilities**

1. Develop and maintain monitoring, evaluation and reporting frameworks, tools, indicators and trackers for the stabilization portfolio in line with donor requirements and IOM standards.
2. Support the monitoring of programme implementation against agreed indicators, workplans, budgets and timelines, ensuring timely identification of implementation gaps, risks and corrective actions.
3. Coordinate data collection, verification, consolidation and analysis related to programme outputs, outcomes and indicators, including data from field teams, implementing partners and contractors.

4. Develop and maintain programme databases, monitoring systems, dashboards and information management tools to support operational oversight, analysis and reporting.
5. Prepare regular programme updates, situation reports, donor reports, factsheets, briefing notes, presentations and other reporting products related to stabilization activities and programme results.
6. Ensure reporting products are accurate, timely, evidence-based and aligned with donor requirements, institutional standards and programme indicators.
7. Develop and implement monitoring plans, field monitoring schedules, post-distribution monitoring tools, perception surveys and accountability mechanisms for stabilization interventions.
8. Conduct regular field visits to monitor programme implementation, verify reported results, assess programme quality and support operational follow-up with field teams and implementing partners.
9. Coordinate closely with Programme Managers, RMU, IM, Reporting, DTM and other relevant units to ensure coherence between programme implementation, monitoring systems and reporting processes.
10. Contribute to donor visibility and communications requirements through the preparation of success stories, beneficiary profiles, programme summaries, visual materials and evidence-based reporting products in coordination with relevant units.
11. Contribute to the documentation of lessons learned, best practices and programme achievements related to community stabilization, social cohesion and reintegration programming.
12. Design and deliver capacity-building sessions for programme staff, implementing partners and field teams on monitoring, reporting, data quality, information management and donor compliance requirements.
13. Contribute to programme design and proposal development through the drafting of concept notes and sections of project proposals and the formulation of monitoring frameworks, indicators, theories of change and results matrices related to stabilization programming.
14. Perform such other duties as may be assigned.

## Qualifications

### Required Qualifications and Experience

#### Education

- Master's degree in Law, International Relations, Development Studies and Planning, Political or Social Sciences, 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 coordinating with managing various programme units and ability to establish and maintain working relations with government counterparts and UN agencies;
- Experience in the field of Migration or Development, preferably in post-conflict and other hardship locations; and
- Experience in project design.

## **Skills**

- Recognized expertise in one or more of these fields: community stabilization, community violence reduction, preventing violent extremism, local peacebuilding, or social cohesion;
- Outstanding verbal and written communication skills, including capabilities to present to diverse audiences;
- Proven abilities relating to implementation as well as resource management (budgets, human resources, procurement, and so forth) for large-scale programming in complex environments;
- Thorough understanding of donor processes and regulations; and,
- Knowledge of financial rules and regulations.

## **Languages**

For this position, fluency in English and French is required (oral and written).

Working knowledge of another official UN languages (Arabic, Chinese, Russian, and Spanish) is an advantage.

Proficiency in the language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

## **Required Competencies**

IOM's competency framework can be found at this [link](#). Competencies will be assessed during the selection process.

**Values** - all IOM 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 2

- **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.

### **Managerial Competencies** – behavioural indicators Level 2, if with direct reports

- **Leadership:** Provides a clear sense of direction, leads by example, and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.
- **Building Trust:** Promotes shared values and creates an atmosphere of trust and honesty.
- **Strategic thinking and vision:** Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- **Humility:** Leads with humility and shows openness to acknowledging own shortcomings.