

Job Description

Introduction

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 ensuring a workplace where all employees can thrive professionally, while working towards harnessing the full potential of migration. Read more about IOM's workplace culture at [IOM workplace culture | International Organization for Migration](#)

Applications are welcome from internal and external candidates. 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, [internal and internal-equivalent candidates](#) are considered as first-tier candidates.

Organizational Context and Scope

Created in 1951, the International Organization for Migration (IOM) is the leading international organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM's work is to contribute to the orderly and humane management of migration; promote international cooperation on migration issues; help find practical solutions to the challenges posed by migratory movements and offer humanitarian assistance to migrants.

Under the Overall supervision of the Project Development and Reporting Officer and direct supervision of the **Monitoring & Evaluation Officer** the successful candidate will be responsible to carry out the below activities:

Responsibilities

1. Support in the implementation of the Monitoring and Evaluation (M&E) activities of all the Programs assigned to the [Project Support Unit \(PSU\)](#)[\[LI1\]](#) [\[HL2\]](#) not limited to results matrix, work plans and monitoring of compliance with indicators, [\[LI3\]](#) [\[HL4\]](#)
2. Assist in the development of new and standardized M&E tools. Ex: dashboard & other innovative templates.
3. Keeping in mind the deadlines for reporting, timely collect data in line with IOM data protection principles – in liaison with the different project staff, using various methodologies and tools including surveys, interviews, focus groups, among others.
4. In coordination with the operations team, compile and analyze periodic donor reports in line with the M&E plans and agreed reporting schedules.
5. Update the results matrix of all the programs in line with the agreed times and update the calendar with the reporting times of the Programs.
6. Carry out visits and / or monitoring calls to the beneficiaries within the terms established in the programs and cases in which it is required.
7. Assist in the adaptive learning and community response and feedback activities across all project activities.
8. Develop a clear and innovative presentations of the Program data (power point presentations, information sheets).
9. In coordination with the [Communication team](#),[\[LI5\]](#) [\[HL6\]](#) document the process and activities of on-going projects such as capturing case stories for donor reports, website, SitReps and newsletters based on M&E activities in the project sites.
10. Liaise with the Communications team and the Finance Officer to comply with the visibility guidelines and donor specific requirements.
11. Support the programme team in planning and organizing meetings, workshops, events, dialogues and/or consultations.
12. Train and provide capacity building support to project staff and implementing partners staff on M&E, reporting and adaptive learning.
13. Serve as primary contact of the projects on all data management matters.
14. Maintain timely updated and organized results and progress matrix of all the program's indicators.
15. Contribute to the analysis and reporting of all the Program's progress, as well as the identification of good practices and lessons learned.
16. Support the internal and / or external evaluations of the Program.
17. Educate on the use of IOM specific tools such as PRIMA and MIMOSA
18. Support activities to accountability to affected populations (AAP) processes in the mission..
19. Carry out administrative tasks assigned to him.
20. Perform other duties as may be assigned.

Qualifications

Required Qualifications and Experience

Education

University degree in International Relations, International Development, Political Science, Statistics or other related careers from an accredited academic institution with three years of relevant professional experience, preferably in Evaluation and Monitoring or similar roles.

- High School Certificate with five years of relevant professional experience.

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

Experience

- Good management of data processing programs: Excel, Word, Power Point, Power BI, Access, as well as other programs from the Office suite or other systems.
- Experience with statistical, database, and design software (eg, STATA, SPSS, Access, Publisher, and / or InDesign) will be an asset.
- Work experience with international cooperation and international humanitarian organizations.
- Knowledge of the M&E requirements of the UN, USAID and other donors will be an advantage.
- Previous experience in immigration and / or development will be an advantage

Skills

- High degree of judgment and initiative; ability to work with a high degree of independence within assigned areas.
- Excellent communication, analytical and interpersonal skills

Languages

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