



Organization or Agency: **International Organization for Migration (IOM)**
Position Title: **Monitoring and Evaluation Assistant**
Organizational Unit: **MEAL (Monitoring, Evaluation, Learning & Accountability)**
Duty Station: **Dohuk (with frequent travels to Sinjar) – Iraq**
Type of Contract: **Sub-Contracting (Stars & Orbit)**
Grade: **Equivalent to G4**
Duration of Appointment: **Six (6) months with the possibility of extension**
Closing Date: **30 March 2019**
Reference Code: **SVN2019/IRQ/084**

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 vacancy, internal candidates are considered first-tier candidates.

Context:

Under the overall guidance of the Senior Emergency and Programme Coordinate/ Head of Erbil Office, and of the Head, Mission Coordination Unit (MCU), the overall direct technical supervision of the M&E Officer, under the administrative supervision of the Head of Sub-Office (HoSO) - Dohuk, the incumbent will carry out the following responsibilities:

Core Functions / Responsibilities:

1. Oversee the development of the project M&E plan and its effective and efficient implementation.
2. Ensure that output and outcome indicators in project results matrix are SMART (Specific, Measurable, Achievable, Realistic and Time-bound).
3. Develop data collection tools and identify data sources for project indicators, in collaboration with project staff.
4. Provide support through the development and implementation of M&E plan and reporting.
5. Assist with the development of a consolidated monthly reporting system and format to be used by project reporting staff for data entry, with designated sections for each project component.
6. Oversee development and implementation of surveys for project baseline, progress and learning (i.e. to assess new or pilot approaches), ensuring appropriate sample size and sampling survey methods and data collection procedures, data verification through periodic site visits, and, where appropriate, provide or facilitate necessary training.
7. Support project reporting staff with the compilation of project reports (monthly/quarterly/bi-annually) and review especially the results matrix to ensure data on outputs and outcome indicators are accurate and complete
8. Collect and analyze data upon request of the project team, partners, HoO, and MEAL unit to improve project results and future programming
9. Support the development and implementation of the project evaluation and/or project review, in close coordination with MEAL units and ensure that lessons learned feed into project development/implementation.
10. Strengthen M&E capacity of project staff as well as partners (government/NGOs).
11. Conduct regular field visits to Sinjar and other project sites.
12. Carry out any other assignment as assigned by the supervisor, MEAL Unit, HoSO, Programme Manager or Programme/project teams.

Required Qualifications and Experience

- University Degree in Social Sciences, Business or Public Administration, Economics, Political Science, ICT, and Demography is desirable.
- Minimum 2 years of progressively experience responsible in monitoring and evaluation of complex projects such as livelihood, health, NFI/Shelter, and cash intervention is an advantage.
- 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
- Desirable to have specialized formal training on IT systems, database, business software (Microsoft Office and Outlook), and/or web-based applications
- Team player, able to work respectfully and cooperatively with colleagues or different national and cultural backgrounds;
- Experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint, e.t.c.) 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;

Languages:

- Fluency in English
- Kurdish and Arabic are both essential

How to apply:

Interested candidates are invited to submit their applications via a link:

<https://iraq.iom.int/jobs/monitoring-and-evaluation-assistant>

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

Posting period:

From: 18.03.2019 to 30.03.2019