



Organization or Agency: International Organization for Migration (IOM)
Position Title: National Monitoring & Evaluation Officer
Organizational Unit: Monitoring, Evaluation, Accountability and Learning (MEAL) - MCU
Duty Station: Erbil - Iraq
Type of Contract: Sub-Contracting (Stars & Orbit)
Grade: Equivalent to NOA
Duration of Appointment: Three (3) months with the possibility of extension
Closing Date: 01st May 2019
Reference Code: SVN2019/IRQ/125

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 general guidance of the Chief of Mission (CoM), the overall supervision of the Senior Emergency and Programme Coordinate/ Head of Erbil Office and Head, Mission Coordination Unit (MCU), the direct supervision of the Monitoring and Evaluation Officer; the incumbent will conduct the following responsibilities:

Core Functions / Responsibilities:

1. Provide inputs on the development of the Mission's overall MEAL framework, guidance documents, work plans, SOPs, lessons learned and best practices.
2. Ensure the appropriate reporting and management of sensitive data, based on the "Do No Harm" principles, protection and MEAL SOPs.
3. Support the preparation and revision of the field monitoring plans and monitoring tools in line with the specific Monitoring, Evaluation, Accountability and Learning (MEAL) requirements.
4. Review result matrix and proposals for projects to ensure that result matrix matches with IOM and global M&E standards.
5. Conduct monitoring field visits, research/study tours, assessment missions, and provide periodic updates on the achievement of results
6. Carry out Post-Distribution Monitoring (PDM) and Post-assistance monitoring, training, interviews with beneficiaries and other relevant local stakeholders on progress as outlined in project documents or result matrix.
7. Support qualitative and quantitative data collection and regarding beneficiary needs through close coordination with local stakeholders, and provide feedback/recommendation for improvements to the planning and delivery of field activities.
8. Liaise with field staff, including; Rapid Assessment and Response Teams (RARTs) to facilitate access to local actors, project staff for access to beneficiaries, and information on project activities.
9. Support data analysis and dissemination by ensuring quality and accuracy of information collected and timely entry into the databases.

10. Ensure consistently collection of data with monitoring, evaluation, accountability and data principles requirements.
11. Facilitate capacity building opportunities and ensure internal learning among the MEAL and IOM staff.
12. Ensure periodic procession of access letters (JCC, ISF and others) for KRI and Iraq for field visits to ensure team access to all field locations.
13. Coordinate the MEAL activities between IOM teams, Call Centre and the Third-Party Monitor (TPM) to organize and facilitate MEAL activities. Review, validate and track the work and progress of TPM work consistently.
14. Participate in evaluations by gathering the required data and facilitate information sharing.
15. Manage the MEAL unit in the absence of the M&E Officer, and perform any other duties as assigned by the MEAL Officer and senior management.

Required Qualifications and Experience

- Master's Degree; or University degree in Economics, Statistics, Communication, Computer/IT Studies, Information management, Social Sciences, International Relations or related field from an accredited academic institution.
- 2 years of experience in carrying out monitoring, evaluation, interviews, focus group discussions, data collection, survey, post distribution monitoring and assessments.
- Experience working with encoding qualitative and quantitative data into simple databases.
- Knowledge of analyzing qualitative and quantitative data.
- Skill in coordination of external donor evaluations and management of the third-party monitors.
- Practice working knowledge with data collection tools such as: ODK, KOBO and Mobenzi.
- Work experience with UN and international organizations.
- Ability to facilitate trainings and design materials
- Experience to design or review log frames and reporting

Technical requirement

- Delivers on set objectives in hardship situations;
- Effectively coordinates actions with other implementing partners;
- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives.
- Effective time management skills.
- Effective team management and team spirit.
- Ability to meet deadlines when focusing on other tasks.

Languages:

- Fluency in English, Arabic and Kurdish are required.

How to apply:

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

<https://iraq.iom.int/jobs/national-monitoring-evaluation-officer>

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

Posting period:

From: 17.04.2019 to 01.05.2019