



International Organization for Migration (IOM)
The UN Migration Agency

SPECIAL VACANCY NOTICE IOM/JUBA/SVN2022/35

Open to Internal and External Candidates

Position Title : **Project Assistant - Monitoring and Evaluation**
Duty Station : **Juba, South Sudan**
Classification : **General Service Staff G5**
Type of Appointment : **Special Short Term, 6 months with a possibility of an extension**
Estimated Start Date : **As soon as possible**
Closing Date : **September 02, 2022**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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 a diverse and inclusive environment. External and internal candidates are eligible to apply for this vacancy. For the purpose of the vacancy, internal candidates are considered as first- tier candidates.

Scope and Context.

IOM in South Sudan has a broad range of programming centered around three broad areas: Humanitarian Coordination and Support; Humanitarian response and Resilience; and Peacebuilding, Transition, and Development. Humanitarian Coordination and support includes leading/co-leading the Camp Coordination and Camp Management (CCCM) and Shelter and Non-Food Items (NFI) Clusters, Displacement Tracking Matrix (DTM), Water, Sanitation and Hygiene (WASH) and management of WASH and Shelter and NFI Core-pipelines, Humanitarian Hubs and common transport services. Humanitarian response and Resilience includes CCCM, WASH, Shelter & NFI, Health, Protection, Gender equality and inclusion, Mental health and Psychosocial support and the Management of a Rapid Response Fund. Under Peacebuilding, Transition and Development, IOM South Sudan implements programming on Housing, Land and Property Page issues, Transition and Recovery, Transhumance conflict prevention, Community-based violence reduction, Community development and Migration Management.

Under the overall supervision of Program Coordinator Migration Management Unit (MMU) of South Sudan and direct supervision of National Program Officer (IBM/BMM), the project assistant (M&E) will provide programmatic and administrative assistance in the implementation of the Migration Management Programming.

1. Regularly update monitoring performance measurement, such as beneficiary tracker, quality benchmarks and indicator and performance tracking.
2. Assist on Quantitative Data Analysis and report writing for the unit's assessment,
3. Support on organize and conduct training activities in Monitoring and Evaluation to IOM program personnel and Implementing Partners (IPs) as needed.
4. Support project staff with after action reviews and documentation of learning.
5. Provide general support for the development of improved information management systems within the Migration Management Unit
6. Assist in preparing data collection tools.
7. Facilitate field data collection.
8. Coordinate all administrative requirements (e.g., travel, transportation, security, finance, HR, and all other logistical requirements) with the support units within IOM, as well as government authorities to facilitate the field monitoring visits.
9. Coordinate with partners on the ground to prepare all activities for post activity monitoring.
10. Assist in organizing trainings for enumerators and other stakeholders on updated methods of survey and monitoring
11. Acting as team leader of the enumerators.
12. Ensure compliance of all data collection activities to IOM's Data Protection Policy.
13. Perform other duties as required that fall within the competency and responsibilities of the position.

Reporting

14. Contribute to providing inputs such as data summary and narrative of pipeline activities' progress to internal and external reports and communication products of the unit as required by National Program Officer and Migration Management Unit Coordinator
15. Support the development of improved information management systems within the office by regularly updating performance indicators tracking and all database as a basis for monitoring project progress.
16. Establish and maintain filing for all MMU reports including assessment reports, quarterly report and others.

Qualifications:

(Education and Experience)

- University degree from an accredited academic institution, preferably in Business Administration, Political or Social Science, International Relations, Law, with 3 years of experience

Experience

- Three (3) years of relevant professional experience in tracking, field monitoring, evaluation, reporting, and/or data entry or four (4) years for candidates with first level university degree.
- Work experience in IOM, a UN agency, non-governmental organization, international organization or relevant government department is an added advantage.

- Excellent writing and communication skills in English.
- Good level of computer literacy, including database applications.
- Demonstrated previous experience on developing Monitoring, Evaluation, Learning and Accountability strategy, methodologies and tools.
- Prior experience working with a United Nations agency, in insecure environments
- Proven skills/experience in report-writing and producing information materials

Skills

- Strong interpersonal and communication skills.
- Solid organizational skills: the ability to be flexible and work well under pressure.
- Excellent computer skills: knowledge of MS Word, Excel, PowerPoint, and email/internet software.

Desired Competencies.

Behavioral

The successful candidate is expected to demonstrate the following values and competencies:

Values

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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.

Core Competencies

- 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.

Technical

- Delivers on set objectives in hardship situations.
- Effectively coordinates actions with other implementing partners.
- Works effectively with authorities, stakeholders, beneficiaries, and the broader community to advance global objective.

Languages

Thorough knowledge of oral and written English, Arabic and working knowledge of local languages essential.

Method of application.

Interested candidates are required to complete the information in this link <https://ee.humanitarianresponse.info/x/#Yi5g> and submit a letter of motivation and curriculum vitae marked "Project Assistant - Monitoring and Evaluation" through e-mail:

vss@iom.int. Applications sent through email need to reflect the position title and vacancy number on the subject line.

Note: Incomplete applications will not be considered valid.

Women are highly encouraged to apply

Deadline for applications: September 02, 2022. Only short-listed applicants will be contacted.

Posting Period: 19 August 2022 to 02 September 2022