



International Organization for Migration (IOM)
The UN Migration Agency

SPECIAL VACANCY NOTICE IOM/JUBA/SVN2022/21

Open to Internal and External Candidates

Position Title : **Project Assistant- Field Monitoring and Reporting**
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 : **June 03, 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 the Core Pipeline Coordinator at IOM South Sudan and direct supervision of the IOM Core Pipeline Project Officer (Monitoring/Reporting) the successful candidate will be responsible to support all reporting and assist the coordination and implementation of project monitoring activities specifically the field post-distribution monitoring of IOM Core Pipeline partners' WASH and S-NFI responses across South Sudan. In particular, she/he will: -

Monitoring

1. Assist in strengthening the Monitoring and Evaluation (M&E) systems, including learning and accountability and generation of reliable data for results-based management of the Core Pipeline unit overall and to strengthen project implementation
2. Assist in S-NFI and WASH Core Pipeline post distribution monitoring activities including planning and participating in the field locations with guidance from IOM Core Pipeline's monitoring officer.
3. Assist in preparing data collection tools and maintaining database of all Pipeline tools.
4. Facilitate field data collection including Menstrual Hygiene Management (MHM) post-distribution monitoring activities which includes focus group discussions and key informant interviews with female beneficiaries.
5. Follow-through with 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.
6. Coordinate with partners on the ground to prepare all activities for post distribution monitoring.
7. Assist in organizing trainings for enumerators and other stakeholders on updated methods of post distribution survey and monitoring, acting as team leader of the enumerators.
8. Coordinate collection and recording process for all en-route forms handed over by field-based enumerators, implementing partners and/or IOM field staff. The coordination has to be done closely and on daily basis with Core Pipeline Monitoring Officer on all data collection, data entry and data analysis.
9. Compile the daily summary of information collected from the enumerators at the tracking hubs and author report for Pipeline Unit on a regular basis, communicate changes in procedure as requested by Pipeline management to all enumerators.
10. Supply enumerators with the necessary assessment supplies as well as all supplies necessary for the team in field monitoring visits.
11. Coordinate payment of enumerators and provide accountability each activity by sending the signing sheets to the Admin and Finance Department in IOM on a timely basis.
12. Ensure compliance of all data collection activities to IOM's Data Protection Policy.

Reporting

13. Contribute in 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 the CP Coordinator and the CP Monitoring Officer.
14. Support the unit with liaising with Program Support Unit (PSU) and Media and Communications Unit to develop information and visibility products for Core Pipeline's activities,
15. Support the development of improved information management systems within the office ensuring regular update of performance indicators tracking and all database as a basis for monitoring project progress.
16. Collect all the distribution/utilizations reports from partners and ensure they are followed-through and filed with responding clusters accordingly

17. Establish and maintain filing for all Core Pipeline reports including but not limited to post distribution monitoring reports and other reports and all records (both paper and electronic), related to procurement of supplies, preposition, pipeline requests, assessment reports and post distribution reports are in order
18. Perform other duties as required that fall within the competency and responsibilities of the position.

Qualifications:

(Education and Experience)

- Completed Bachelor's Degree in development studies, administration, social science, logistics or a related field

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.
- 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 experience in procurement and logistics and/or S-NFI and WASH program implementation
- Proven skills/experience in report-writing and producing information materials
- Previous experience in WASH and S-NFI sector is an advantage.

Skill

- Knowledge and experience with digital data collection platforms like Kobo and methodologies including visualization platforms like Power BI.
- Strong computer skills, specifically hands-on experience in usage of MS Office, particularly EXCEL, MS WORD, and Outlook
- Knowledge of South Sudan and working with internally displaced people
- Knowledge of working with the humanitarian cluster system
- Excellent operational, analytical, organizational and communication skills

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- Field Monitoring and Reporting**" 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: June 03, 2022. Only short-listed applicants will be contacted.

Posting Period: 20 May 2022 to 03 June 2022