



International Organization for Migration (IOM)  
The UN Migration Agency

## **SPECIAL VACANCY NOTICE IOM/JUBA/SVN2022/28**

### **Open to Internal and External Candidates**

Position Title : **National Monitoring and Evaluation Officer**

Duty Station : **Juba, South Sudan**

Classification : **NO-A (1)**

Type of Appointment : **Special Short Term, 6 months with a possibility of an extension**

Estimated Start Date : **As soon as possible**

Closing Date : **August 10, 2022**

*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 a diverse and inclusive environment. Internal and external candidates are eligible to apply to 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 guidance of the IOM South Sudan Head of Operations, and direct supervision of Transition and Recovery Unit Programme Coordinator, the incumbent will provide support to Strategic reporting of project progress and results and monitoring and evaluation functions of TRU projects and programs. Quality assurance of projects and ensuring alignment with donor requirements. Knowledge management and capacity development. Project development in close coordination with the TRU coordinator.

## **Responsibilities and Accountabilities.**

### **Strategic Reporting, Monitoring, Evaluation and Communication**

- Support all M&E initiatives for IOM TRU grants, projects and programmes including monitoring data quality, tracking the progress of activities.
- Draft progress and donor reports that focus on strategic impact of initiatives, in compliance with IOM and donor requirements.
- Keep abreast of developments in grants, projects and programmes changes and progress in order to recommend tools to increase programmes performances and results.
- Support and participate in programme and project evaluations.
- Draft visibility content (including briefs, photo/video material and background data) for IOMs Communications Unit.

### **Support programme oversight functions**

- Participate in the creation and maintenance of a system and procedures for the monitoring, reporting and evaluation of all TRU project activities.
- Support in defining and implementing the key project performance indicators (KPI) as well as monitoring them throughout the duration of the projects.
- Provide timely liaison and guidance to project/programme staff on ways to properly document, organise and capture programme progress.
- Check alignment of reporting with donor requirements and expectations, as well as key documents such as project documents, and project budgets.
- Participate in ongoing assessments and provide technical support for the development of new projects and programmes.

### **Knowledge Management and Capacity Development**

- Identify strengths and weaknesses in existing data collection and management systems and propose solutions on the flow of data with programme field teams along with the TRU Programme Coordinator.
- Perform regular field visits to ensure the quality of data collected by programme/project staff and to verify the accuracy of reported information.
- Support the TRU Coordinator to address donor, partner, and senior management data queries in an accurate and timely manner.
- Contribute to technical support and on-site trainings to TRU staff on quality reporting.
- Provide timely feedback with proper analyses of the information on reports received from field staff including performance indicator achievements, gaps and challenges.
- Support the development of recommendations to improve activity implementation and contribute to staff capacity building initiatives as necessary.

### **Contribution to Programme development**

- Support the TRU Coordinator in drafting project proposals with evidence and data from existing projects and programmes.

- Assist Programme Development/Grants Management staff in establishing log frames, M&E workplans, and population targets during the drafting of donor project proposals as well as throughout project implementation.
- Review and analyse weekly reports with TRU staff and the quarterly reports with Programme Support Unit (PSU) to identify the causes of potential bottlenecks in project implementation and to enhance quality of reporting.
- Serve as the primary person to enter all required project documentation in PRIMA.
- Perform other duties as may be assigned.

**Desired qualifications:**

*(Education and experience)*

- Bachelor's degree or above in Development Studies, Public Administration Information Management, Project Management, statistics, social sciences or a related field from an accredited academic institution with two years of relevant professional experience, or Advanced diploma in M&E from recognized university

**Experience.**

- Three (3) years of Monitoring and Evaluation experience
- Experience in carrying out assessments on resilience, transition and recovery programmes
- Excellent English report writing skills
- high proficiency in Windows Excel and quantitative analysis
- Ability to design M&E tools like Kobo-collect, surveys, surveillance systems
- Experience in design and leading evaluations
- Demonstrated ability to train and build capacity of others
- Strong interpersonal skills
- Experience in a non-governmental organization or in the United Nations (desirable).

**Required Competencies.**

**Behavioral.**

- **Accountability:** Accepts and gives constructive criticism, follows all relevant procedures, processes, and policies, meets deadline, cost, and quality requirements for outputs, monitors own work to correct errors, Takes responsibility for meeting commitments and for any shortcomings.
- **Client Orientation:** Identifies the immediate and peripheral clients of own work, Establishes, and maintains effective working relationships with clients, keeps clients informed of developments and setbacks.
- **Continuous Learning:** Contributes to colleagues' learning, demonstrates interest in improving relevant skills, demonstrates interest in acquiring skills relevant to other functional areas, Keeps abreast of developments in own professional area.
- **Communication:** Actively shares relevant information, clearly communicates, and listens to feedback on, changing priorities and procedures, writes clearly and effectively, adapting wording and style to the intended audience, listens effectively and communicates clearly, adapting delivery to the audience

- Creativity and Initiative, actively seeks new ways of improving programmes or services, expands responsibilities while maintaining existing ones, persuades others to consider new ideas, proactively develops new ways to resolve problems.
- Leadership and Negotiation, convinces others to share resources, actively identifies opportunities for and promotes organizational change, presents goals as shared interests, articulates vision to motivate colleagues and follows through with commitments.
- Performance Management Provides constructive feedback to colleagues, identifies ways for their staff to develop their abilities and careers, provides fair, accurate, timely, and constructive staff evaluations, uses staff evaluations appropriately in recruitment and other relevant HR procedures.
- Planning and organizing; Sets clear and achievable goals consistent with agreed priorities for self and others, identifies priority activities and assignments for self and others, Organizes and documents work to allow for planned and unplanned handovers, identifies risks and makes contingency plans, adjusts priorities, and plans to achieve goals, Allocates appropriate times and resources for own work and that of team members.
- Professionalism, Masters subject matter related to responsibilities, identifies issues, opportunities, and risks central to responsibilities, incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation, Persistent, calm, and polite in the face of challenges and stress, treats all colleagues with respect and dignity, works effectively with people from different cultures by adapting to relevant cultural contexts.
- Displays availability outside of regular hours to respond to challenges, Knowledgeable about and promotes IOM core mandate and migration solutions, Personal commitment, efficiency, flexibility, and drive for results.
- Teamwork: Actively contributes to an effective, collegial, and agreeable team environment, contributes to, and follows team objectives, gives credit where credit is due, seeks input and feedback from others, Delegates tasks and responsibilities as appropriate, actively supports and implements final group decisions, Takes joint responsibility for team's work.
- Technological Awareness: Learns about developments in available technology, proactively identifies and advocates for cost-efficient technology solutions, understands applicability and limitation of technology and seeks to apply it to appropriate work.
- Resource Management establishes realistic resource requirements to meet IOM need.

### **Technical**

- Sensitivity to the needs and priorities of different sectors of the community.
- Familiarity with the culture of the affected population, ability to develop respect from a wide range of people and strong ability to communicate effectively on hygiene matters.

- Good oral and written reporting skills.
- Diplomacy, tact, and good communication skills.
- Training/counterpart development skills and personnel management skills.
- Ability to work well in a team in difficult circumstances.

**Languages:**

Thorough knowledge of 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 “**National Monitoring and Evaluation Officer**” through e-mail: [vss@iom.int](mailto:vss@iom.int). Applications need to reflect the position title and vacancy number on the subject line. **Strictly On-line Applications will only be accepted.**

**Note: Incomplete applications will not be considered valid.**

**Women are highly encouraged to apply.**

**Deadline for applications: 10 August 2022. Only short-listed applicants will be contacted.**

**Posting period: 27 July 2022 to 10 August 2022**