



International Organization for Migration (IOM)
The UN Migration Agency

GENERIC POST DESCRIPTION

I. POSITION INFORMATION	
Position title	Monitoring and Evaluation Officer
Position grade	NOA
Duty station	Lilongwe
Position number	
Job family	
Organizational unit	Programmes
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office, Malawi
Position rated on	Not applicable – Pre-classified
Reports directly to	Chief of Mission
Number of Direct Reports	0
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Under the direct supervision of the Chief of Mission and in close coordination with the Regional Monitoring and Evaluation Officer at the Regional Office (RO) and relevant units at Headquarters, the Monitoring and Evaluation Officer will be responsible for supporting all aspects of projects/programmes/strategy Monitoring and Evaluation (M&E), as well as reporting requirements.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none"> 1. Assist in collecting, maintaining and analyzing various data for M&E activities. 2. File and compile reports that will be produced for the projects/programmes/strategy and keep track of reporting schedules in line with the donor/UNCT reporting requirements. 3. Assist in the design, comment and/or implementation of special assessments, surveys, and operational research. 4. Participate in specific monitoring exercises as assigned. Monitor endorsement procedures with the required endorsement entities. 5. Liaise with the donor's/UNCT Monitoring Team(s) accompanying the project/programme/strategy implementation to document identified issues. 6. Conduct preliminary analysis of findings of monitoring and evaluation exercises. Draft specific inputs as assigned for the development of the internal mission guidance on feedback mechanisms and accountability. 	

<p>7. Keep track of the status of indicators that were set for the project/programme/strategy. Flag and bring to the attention of the Project Officers, delays or challenges regarding compliance issues with the donor/partners requirements.</p> <p>8. Participate in specific field monitoring missions as assigned for professional development purposes. Compile and collect human interest stories for publishing.</p> <p>9. Provide administrative backstopping support for the Project Officers.</p> <p>10. Prepare inputs for project/initiative development according to specific needs and situation analysis in accordance with IOM project development standards in close coordination with the COM.</p> <p>11. In coordination with the relevant units and Focal Points of the CO, support the “do no harm” principle and work to promote Accountability to Affected Populations (AAP) approaches through awareness-raising and contributing to the development of effective accountability mechanisms, in line with IOM’s global standards.</p> <p>12. Keep abreast of internal framework for Monitoring, Evaluation, Accountability and Learning (MEAL) and Results Based Management (RBM) developments to ensure compliance with processes and strategies such as the Institutional Questionnaire (IQ), IOM global M&E strategy, Strategic Results Framework (following IOM Global Vision), regional M&E planning tools and PRIMA-for-all standards.</p> <p>13. Perform such other duties as may be assigned.</p>
IV. REQUIRED QUALIFICATIONS AND EXPERIENCE
EDUCATION
<ul style="list-style-type: none"> • Master’s degree in International Relations, Political or Social Sciences, Business or Public Administration, International Relations, Law or a related field from an accredited academic institution; or, • University degree in the above fields with two years of relevant professional experience.
EXPERIENCE
<ul style="list-style-type: none"> • Significant experience in reporting with donor’s/UN requirements; • Significant experience in application of IOM/UN rules, regulations and procedures; and, • Experience with project development and donor liaison.
SKILLS
<ul style="list-style-type: none"> • Strong reporting, writing and research skills, preferably related to M&E;

- Excellent communication and analytical skills;
- Demonstrated knowledge of development of data collection tools, their administration and evaluation techniques and practices;
- Strong interpersonal and teamwork skills; and,
- Proven ability to establish and maintain effective working relationships with people of diverse cultural and national backgrounds.

V. LANGUAGES

Required

(specify the required knowledge)

Desirable

Fluency in English

VI. COMPETENCIES¹

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains 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 – behavioural indicators *level 2*

- 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.

SIGNATURES:

1ST LEVEL SUPERVISOR

DATE

2ND LEVEL SUPERVISOR

DATE

Submit your application to:

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

Email: lilongwevacancy@iom.int.

Closing date for submission is on 28 July 2023

Only Shortlisted Candidates will be contacted.