



Vacancy Notice

VN2024-008

Open to internal and external candidates

Position Title : **National Monitoring and Evaluation (M&E) Officer**
Duty Station : **Port-au-Prince, Haiti**
Classification : **Employee, Grade Equiv. NOA**
Type of Appointment : **One Year Fixed Term, One Year with possibility of extension**
Estimated Start Date : **ASAP**
Closing Date : **April 2nd, 2024**

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. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

IOM's Monitoring and Evaluation (M&E) strategy aims to improve the quality and integrity of program delivery, ensure that programs are responsive to the needs of affected populations, and meet donor requirements and standards of accountability. The National Monitoring and Evaluation Officer will work as part of the IOM Programme Support Unit, under the overall supervision of the Chief of Mission (CoM) in Haiti and direct supervision of the Monitoring and Evaluation Officer, in close coordination with the Monitoring and Evaluation Officer at the Regional Office (RO).

The successful candidate will be supporting all aspects of programmes/ M&E, the development and implementation of the M&E system to strengthen M&E activities, data collection and analysis, and reporting, contributing to Accountability to Affected Populations (AAP) and Knowledge Management (KM) strategies.

RESPONSIBILITIES AND ACCOUNTABILITIES :

1. Collect, maintain, and analyse various data for M&E activities, and participate in the planning and coordination of specific monitoring and reporting exercises as assigned.
2. Contribute to the creation of M&E tools and ensure that those tools and databases are up to date, including the PRIMA system.
3. Participate in the design, comment and/or implementation of special assessments, surveys, and operational research.
4. Conduct preliminary analysis of findings of M&E exercises. Draft specific inputs as assigned for the development of the internal mission guidance on feedback mechanisms and accountability.
5. Keep track of the status of indicators that were set for projects, including IOM Strategic Results Framework (SRF) indicators, and update the internal monitoring and evaluation planning databases.
6. Manager, delays or challenges regarding data quality or compliance issues with the IOM, donor, or partners, identify the causes of bottlenecks and suggest corrective actions.
7. Participate in specific field monitoring missions as assigned to coordinate data collection according to the monitoring plans and tools, risk monitoring processes and accountability.
8. Prepare inputs for project development according to specific needs and situation analysis in accordance with IOM standards for project development and related M&E and Results-based Management (RBM) policies and guidance, in close coordination with the COM and M&E Officer.
9. Participate in the selection, provide technical guidance during the implementation, and monitor the delivery of products from enumerators and implementing partners who are sub-contracted to conduct surveys and studies required for monitoring and evaluating projects.
10. Plan, organize and deliver regular training and capacity building sessions on M&E for project staff and partners.

11. Review evaluation reports and analyse monitoring findings; highlight good practices and lessons learned and share with the supervisor for subsequent dissemination to relevant colleagues, management and partners.
12. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Master's degree in international relations, Political or Social Sciences, Business or Public Administration, 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 and Skills

- Experience in project conceptualization, development, monitoring, reporting and evaluation;
- Experience in designing and developing Monitoring, Evaluation, Learning and Accountability methodologies and tools; and
- Experience in organizing consultations, workshops and seminars with stakeholders.
- Strong reporting, writing and research skills, preferably related to M&E;
- Excellent computer skills: excellent knowledge of MS Word, Excel, PowerPoint and email/internet software, statistical analysis packages.
- Knowledge of UN cooperation frameworks and bilateral donor programming requirements;
- Knowledge in quantitative and qualitative data collection and analysis;
- Ability to consolidate information from multiple sources;
- High degree of judgment and initiative, ability to work with a high degree of independence within assigned areas.
- Strong interpersonal and teamwork skills; and,
- Proven ability to establish and maintain effective working relationships with people of diverse cultural and national backgrounds.

Languages

Required

Fluency in Creole and French, working knowledge of English (oral and written).

Desirable

Working knowledge of Spanish is an advantage.

Required 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: 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.

Managerial Competencies

- Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.

- Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.
- Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- Humility: Leads with humility and shows openness to acknowledging own shortcomings

Other:

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

How to apply:

Interested candidates are invited to submit their applications via e-mail to smhtirecruitment@iom.int referring to this advertisement in the subject: "VN2024_008_ Applicant name". Application must contain a CV and a cover letter in a unique file.

Only shortlisted candidates will be contacted.

Posting period:

From 19.03.2024 to 02.04.2024