



International Organization for Migration (IOM)
The UN Migration Agency

Special Vacancy Notice
SVN 2024-XK- 20082565
Open to Internal and External Candidates

Position Title : **Monitoring and Evaluation Associate**
Duty Station : **Prishtina, Kosovo (UNSC 1244)**
Classification : **General Service Staff (G5)**
Type of Appointment : **Special Fixed Term, 9 months with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **January 17, 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. 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.

Context:

IOM works to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration challenges and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people.

Under the overall supervision of the Chief of Mission (COM) in Kosovo and direct supervision of Programme Support Officer, and in close coordination with the Regional Monitoring and Evaluation and Risk Management Officer at the Regional Office and relevant Units at Headquarters, the Monitoring and Evaluation Specialist will support all aspects of projects/programmes/strategy Monitoring and Evaluation (M&E), as well as data analysis and reporting requirements.

Core Functions / Responsibilities:

1. Contribute to the implementation and consolidation of the of the M&E system and strategy, including M&E workplan, tools and data collection methods and procedure to

maximize learning and accountability.

2. Contribute to the data collection exercises and data management activities (sampling, tool development/review, enumerator training, pilot surveys, data collection, data cleaning and data analysis). Assist in programme reviews, impact assessments, process and operations monitoring, real time, midterm, and final evaluations, and contribute to the lessons learned initiatives, while monitoring the compliance of M&E arrangements with the donor/UN/HQ requirements.
3. Support the regular monitoring reports to be shared with relevant stakeholders such as donors/UN agencies and coordinate with the CO's Communication staff with regards to utilization of M&E findings in Public Information materials. Check that the evaluation reports are made available to the main stakeholders, donors and are made public as per IOM Evaluation Policy.
4. Contribute and facilitate the regular sharing of M&E findings with relevant stakeholders and other IOM Regional and other Country Offices when relevant and departments, and that M&E data/reports are discussed in the appropriate forum in a timely manner, including to clarify discrepancies and clear gaps.
5. Assist with filing and compiling reports that will be produced for the projects/programmes/strategy and keep track of reporting schedules in line with the donor/UNCT reporting requirements as well as IOM's institutional reporting such as the Institutional Questionnaire (IQ).
6. Assist in the implementation of special assessments, surveys, and operational research.
7. Participate in specific monitoring and reporting exercises as assigned.
8. Liaise with the donor's/UNCT Working Groups accompanying the project/programme/strategy implementation to document identified issues.
9. Support 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.
10. Keep track of the status of indicators that were set for the project/programme/strategy, including IOM Strategic Results Framework (SRF) indicators.
11. Flag and bring to the attention of the Programme Support Officer, delays or challenges regarding data quality or compliance issues with the IOM, donor, or partners M&E requirements.
12. Participate in specific field monitoring missions as assigned to support data collection according to the monitoring plans and tools and risk monitoring processes.
13. Provide administrative backstopping support for the Programme Support Officer.
14. Contribute to the drafting of inputs for project/initiative development according to

specific needs and situation analysis in accordance with IOM standards for project development and related M&E and RBM policies and guidance, in close coordination with the COM and Programme Support Officer.

15. Keep abreast of developments in IOM's Evaluation and Monitoring and Results-based Management (RBM) functions to ensure compliance with IOM strategies and institutional monitoring and reporting requirements, including for the SRF, the IQ, PRIMA and other M&E frameworks and planning tools.

16. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- High school degree with five years of relevant professional experience; or
- University degree at bachelor or equivalent or higher from an accredited academic institution and a minimum of three years of work experience.

Experience

- Experience in project monitoring, reporting and evaluation.
- Experience in the review of log frames/result matrices and M&E work plans;
- Experience in data management including data collection (surveys in particular), data cleaning and drafting statistical and analytical reports in a humanitarian or development context;
- Experience in Project Cycle Management (PCM) and Results Based Management (RBM) is an advantage;
- Experience in liaising with institutions and other relevant stakeholders;

Skills

- Strong reporting and writing skills in English and ability to meet deadlines;
- Demonstrated knowledge 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.
- Ability to adapt M&E tools to work effectively with local authorities, stakeholders and beneficiaries.
- High degree of judgment and initiative, ability to work with a high degree of independence as well as in team.

Languages:

Required

- Fluency in English, Albanian and/or Serbian (oral and written)

Required Competencies

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 1

- 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.

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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Kosovo will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their application– CV or Personal History Form and Cover Letter to iompristinaapplications@iom.int by 17 of January 2024, midnight at the latest, referring to SVN 2024-XK- 20082565 in the subject line.

In order for an application to be considered valid, IOM only accepts applications duly completed.

Only shortlisted candidates will be contacted.

Posting period:

From 03.01.2024 – 17.01.2024