



International Organization for Migration (IOM)
Organisation internationale pour les migrations (OIM)
Organización Internacional para las Migraciones (OIM)

VNSA2016/04

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

I. POSITION INFORMATION	
Position title	National Project Officer (PDME)
Position grade	NOB (as per UN salary scale)
Contract type	One Year Fixed Term with possibility of extension
Duty station	Pretoria, South Africa
Seniority band:	3
Job family:	Management
Organizational unit:	Management unit
Position number	
Position rated "	Yes
Subject to rotation	N/A
Reporting directly to	Chief of mission
Overall supervision by	Chief of mission
Managerial responsibility	Yes
Directly reporting staff	Yes
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Introduction:</p> <p>The International Organization for Migration (IOM) is a dynamic and growing inter-governmental organization, with over 162 member states. 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 problems, and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people. IOM address the migratory phenomenon from an integral and holistic perspective, including links to development, in order to maximize its benefits and minimize its negative effects.</p> <p>IOM South Africa is working with governments and civil society partners to effectively manage migration in the region. Its strategic objectives are:</p> <ul style="list-style-type: none">• Movements and Assisted Returns• Migration & Development• Migration Health• Migration Management and Policy <p>Movements and assisted returns</p> <p>Organizing the transport of refugees and migrants for the purpose of resettlement is a core activity of the IOM in Southern Africa. Working closely with the UNHCR, IOM coordinates pre-entry medical assessment and the transport logistics for refugee resettlement cases. Refugees are commonly resettled to the US, Australia, Canada and Norway. In addition,</p>	

IOM is involved in significant voluntary repatriation activity across the region.

Migration & Development

Maximizing the positive relationship between migration and development has long been a strategic focus of IOM's work. Programme activities in this area include strengthening the capacity of governments and other stakeholders to effectively involve migrant populations in development processes in their countries of origin, fostering economic and community development in areas where there is a high level of emigration, enhancing the development impact of remittances and facilitating the return and reintegration of qualified nationals.

Migration Health

IOM's Migration Health programmes assist governmental and non-governmental partners to develop and implement relevant policies and programmes. This is done through three global programme areas:

- Migration Health Assessment and Travel Assistance
- Health Promotion and Assistance for Migrants
- Migration Health Assistance for Crisis-affected Populations

Migration Management and Policy

IOM's Regional Office for Southern Africa assists governments in Southern Africa with migration management and policy issues through: The Migration Dialogue for Southern Africa Process. The MIDSA initiative brings together senior government officials from SADC countries to discuss and agree upon migration-related issues of regional concern. Sixteen governments currently participate with senior officials from two to three ministries/departments from each country.

The Project Development Monitoring and Evaluation unit (PDME) was set up to provide monitoring and evaluation support to programmes in the country office and the region. Specifically, the PDME unit is responsible of:

1. Providing advice and support during project development to ensure that projects developed are results based;
2. Developing monitoring and evaluation tools;
3. Supporting programmes in monitoring projects by analysing monitoring reports and generating reports that show the status of the projects;
4. Build capacity of staff in RBM and M&E;
5. Managing processes during evaluation exercises conducted by external evaluators;
6. Conducting in-house evaluations and reviews;
7. Supporting fund raising efforts of the country office.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

Under the direct supervision of the Chief of Mission, and in close collaboration with the programme/project teams, the National Project Officer (PDME) will be responsible for:

- Ensuring compliance of the Country Strategy with corporate strategies;
- Ensuring effective RBM and M&E based monitoring and reporting of the country programme and projects;
- Supporting the development of evaluation policies, strategies and processes;
- Supporting capacity building and knowledge sharing on monitoring and evaluation;
- Supporting effective partnership building and resource mobilization.

Ensure compliance of the Country Strategy with corporate strategies:

- Develop the country programme in line with the corporate requirements and the regional strategies and plans;
- Establish effective mechanisms for monitoring the progress of the country programme implementation, including development of country monitoring tools;
- Coordinate and support RBM and M&E based programme and project formulation including annual work-planning and reporting exercises in line with the country programme and regional strategy.

Ensure effective RBM and M&E based monitoring and reporting of the country programme and projects:

- Support programme/project staff with the effective use of tools and methodologies for planning, monitoring and reporting;
- Support the development and implementation of result based M&E systems at programme and projects level;
- Review on a regular basis country programme and projects reports including annual and quarterly reports, and financial status;
- Provide technical support to programme/projects during the formulation and design stage in order to ensure programme/project coherence and facilitate result based monitoring during programme/project implementation and to facilitate their evaluations;
- Undertake regular field visits to ensure compliance and timely execution of the planned monitoring & evaluation by programme / projects.

Support the development of evaluation policies, strategies and processes:

- Develop operational M&E guidelines and policy;
- Develop, in consultation with programme/project teams, chief of mission and key stakeholders annual evaluation plan;
- Coordinate independent evaluations and reviews;
- Conduct and manage internal evaluations and assessments;
- Track management response and follow-up to agreed evaluation recommendations;
- Serve as the focal point to the Evaluation Office in Geneva and provide an update to HQ on the implementation of the evaluation plan and M&E;
- Coordinate and support external Audits.

Support capacity building and knowledge sharing on monitoring and evaluation:

- Orient and train staff in understanding and applying results-oriented monitoring & evaluation policies, tools & methods;
- Contributes to capacity development of Implementing Partners by providing support in the development of coherent M&E systems, formulation of effective performance indicators and conception of monitoring and reporting tools, and by providing RBM and M&E trainings;
- Promotes the use of evaluation findings, lessons and recommendations for institutional learning;
- Collaborate with other UN agencies, government agencies, NGOs, and other organizations on monitoring and evaluation issues;
- Participate in evaluation community remaining abreast of latest development and professional norms, standards, tools and methodologies.

Support effective partnership building and resource mobilization:

- Coordinate timely and appropriate donor reporting;
- Provide technical inputs, review and clear concept notes and project proposals;
- Develop the country/regional resource mobilization strategy and action plan;
- Monitor the implementation of the resource mobilization strategy;
- Develop appropriate tools and systems to enhance coordination, track commitments

- and opportunities with partners;
- Provide overall support on the relationship building and strengthening with critical partners, including the negotiation of donor agreements.

Perform such other duties as may be assigned.

IV. COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioural competencies

Behavioural

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
- Identifies and monitors changes in the needs of all clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments

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, adjusting wording 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 without interfering with 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 follow through

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
- Holds directly reporting managers accountable for providing fair, accurate, and constructive staff evaluations

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
- Knowledgeable about and promotes IOM core mandate and migration solutions

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 Mobilization

- Establishes realistic resource requirements to meet IOM needs

Technical

- In-depth knowledge of results-based management approach and other strategic planning approaches;
- In-depth knowledge of monitoring and evaluation methods and approaches (including quantitative, qualitative and participatory);
- Excellent knowledge of planning and implementing M&E systems;
- Good knowledge of programme and project cycle management;
- Strong training and facilitation skills;
- Good knowledge of fund raising strategies and donor mapping;
- Good knowledge of migration issues in the Southern and Eastern African region.

V. EDUCATION AND EXPERIENCE

- Bachelor's Degree with 4 years' experience or equivalent/or a Master's Degree with 2 years' experience or equivalent in International Development, Public Administration, International Affairs, or other related field.
- At least 6 years professional experience in result-based monitoring and evaluation in the field of development;
- Significant experience in designing and implementing RBM and M&E systems;
- Experience in providing M&E technical support and capacity building training;
- Experiences in developing practical guidance and tools on M&E;
- Experience in strategic planning and/or development of resource mobilization strategy;
- Experience in coordinating and undertaking evaluations;
- Experience in managing migration projects/programme and in the region desirable;
- Computer literacy.

VI. LANGUAGES**Required**

- English

Fluent

Advantageous

- French, Portuguese

METHOD OF APPLICATION

Method of application:

If you are qualified for this position please email the following to pretoriacvs@iom.int under the **REFERENCE: [VNSA2016/04](#)** in the subject line of your email:

- a. COVER LETTER MOTIVATING YOUR APPLICATION
- b. DETAILED CV
- c. COPY OF ID
- d. **IOM PERSONNEL HISTORY FORM** WHICH YOU WILL FIND ON [HTTP://SOUTHAFRICA.IOM.INT](http://southafrica.iom.int) IN THE VACANCIES SECTION

Kindly quote the **REFERENCE- VNSA2016/04** in the subject line of your application. We will not be able to track your applications without the reference code provided.

Incomplete applications will be rejected. Only shortlisted candidates will be notified.

Please send your CV's by 13 April 2016

ENQUIRIES IN RESPECT TO THE JOB DESCRIPTION AND APPLICATION MAY BE DIRECTED TO THE SAME EMAIL ADDRESS.