



International Organization for Migration (IOM)

The UN Migration Agency

### **Vacancy Announcement – VNSA2019/10**

**Vacancy/Reference Number:** SVNSA2019/10  
**Position title:** Programme Monitoring and Evaluation Officer  
**Position grade:** NO-B (UN Salary scale for National Officers in the Republic of South Africa)  
**Duty station:** IOM Regional Office in Pretoria  
**Appointment Type:** Fixed Term, One year with possibility of extension

Established in 1951, International Organization for Migration (IOM) is 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's Regional Office (RO) in Pretoria provides support to IOM offices in the Southern African Development Community (SADC) and the Indian Ocean Commission Islands. It is the main link between IOM head quarter and the Country Missions. RO staff provide technical support in different thematic areas, provide oversight and coordination for IOM programmes in the region in cooperation with IOM Country Chiefs of Mission/Heads of Offices and other senior staff. The RO also maintains liaison and partnerships with governments, development partners and civil society at regional level; provides technical support to governments upon request to develop national or regional migration frameworks and strengthen migration management systems; promotes migration dialogue in the region and serves as a link for IOM with other regional level partners.

The RO Pretoria M&E Unit supports and advises the Regional Director on projects implementation status and acts as the lead in design and execution of high-quality project performance measurement to further a results-based culture. As an internal oversight function, the unit tracks status of projects implementation; plans for and undertakes internal evaluations of projects as well plans/manages and/or advises in external evaluations at regional and country level. It provides capacity building to IOM Project managers and Officers to take ownership of M&E in their projects and where necessary supports the development of M&E systems and tools. It also acts as liaison to the IOM HQ Evaluation Unit under the Office of the Inspector General (OIG) and provides information and contribution to the development of organization wide initiatives by OIG-Evaluation Unit.

The Programmes M&E Officer position will primarily provide M&E services to projects managed by the regional office in Pretoria and contribute to deepening and strengthening the understanding and practice of M&E in the region.

Under the overall supervision of the Regional Director and direct supervision and technical guidance of the Regional Monitoring and Evaluation Officer for Southern Africa, the Programme M&E Officer will be responsible for providing day-to-day M&E support to assigned projects in close coordination with the respective Project Managers and Officers. She/he will also support the Regional M&E Officer to undertake the other functions of the Regional M&E Unit as outlined above. The Programme M&E Officer coordinates on a daily basis with the respective Regional Project Managers (primarily) and with Project Officers, other M&E Officers and Focal Points and respective Regional Thematic Specialists in execution of her/his duties.

The specific responsibilities of the Programme M&E Officer to be performed in consultation with the Regional M&E Officer will include the following:

1. **Coordinate** the provision of technical support on M&E matters to Project Manager(s) of assigned regional projects specifically as follows:
  - Plan for and support the undertaking of baseline surveys, scheduled evaluations and any other M&E data collection exercises.
  - Support the development of project M&E Frameworks or plans to guide M&E in the projects.
  - Develop, test and roll out tools for project specific M&E data capture, analysis, dissemination and storage and ensure that project staff and partners have full understanding.
  - Develop and constantly update project specific databases to facilitate data collation, analysis reporting and feedback to stakeholder including donors.
  - Periodically and consistently aggregate and analyse respective projects' indicators data and develop indicator status reports and vital statistics to inform project management of progress of results achievement and for other purposes such as project visibility and communications.
  - Periodically and consistently track workplan implementation and budget expenditure of respective projects and produce a monthly or quarterly M&E snapshot report as applicable. In coordination with other M&E Officers/Assistants/Focal points at country level, coordinate the collection, processing and management of other data and facilitate its access by relevant internal and external stakeholders.
  - Support the regular review of M&E plans, tools and other core documents such as results matrices, reporting templates, workplans etc, as may be necessary.
  - Support the development or review of donor reports by providing M&E information and vital statistics.
  - Carry out periodic field visits to create greater awareness and promote adherence to agreed M&E standards and norms; undertake M&E data quality assurance and data verification; identify bottlenecks impeding project delivery and gather feedback about IOM's work among others.
  - Participate in or lead in project activities or events that are of relevance to M&E.
2. **Provide** technical support on M&E matters to field missions such as in TOR development, review of baseline and evaluation tools & reports, review of M&E data collection tools, recruitment and management of external M&E consultancies among others as may be required.
3. **Support** or conduct when requested, internal or external evaluation of projects in the regional office or country missions.
4. **Promote** the inclusion and resourcing of M&E in projects so as to strengthen M&E matters in the region in line with IOM Evaluation & Monitoring Policy among others.
5. **Support** the Regional M&E Officer to monitor the implementation of evaluation recommendations by projects in the region.
6. **Contribute** to capacity building efforts on M&E in the region to staff and partners including through training, mentorship, coaching and sharing of information.
7. **Represent** IOM (in consultation with Regional M&E Officer) in relevant M&E networks/forums/events to learn from others and keep abreast with new developments and innovations in M&E that can be beneficial to IOM in the region.
8. **Perform** such other duties as may be assigned

### **Required Qualifications and Experience**

#### **Education:**

- Bachelors' or Honours Bachelors' Degree in Monitoring and Evaluation; Community or International Development Studies; Project Planning and Management; Development Economics; Demography or Development Statistics; Project Management or Business

Administration; or other related social sciences from an accredited academic institution with at least four years of experience or

- Masters' Degree in the aforementioned field of study with two years of relevant working experience
- Applicants holding a specific M&E training certification in addition to the above qualifications will be considered favourably

**Experience:**

- Solid experience in Monitoring and Evaluation in the context of international, community, social development or non-profit interventions. At least, one-year M&E experience with governmental, non-governmental or intergovernmental organization.
- Excellent knowledge of research methodology and quantitative and qualitative techniques.
- Experience is collecting and handling project M&E data including production of data visualization.
- Excellent writing, presentation, facilitation and analytical skills.
- Experience in facilitating multi-stakeholder, multi-country M&E function is a strong advantage.
- Strong conceptual understanding of the Project Cycle and the role of M&E in the cycle.
- Tactful communicator, able to build and maintain relationships as a key team member.
- Ability to meet set deadlines and work independently and objectively in keeping with M&E principles.
- Strong cultural awareness; able to work effectively in multi-cultural environments.
- Knowledge of *Ms Excel; Word, PowerPoint* and *Outlook* required. Knowledge of other relevant programmes such as *Ms Access, Ms Project, SPSS, STATA* etc is an advantage.
- Knowledge of, and affinity with, migration dynamics in Southern Africa is an advantage.

**Languages:** Fluency in English is a requirement. Working knowledge of French or Portuguese is advantageous.

**Competencies:**

The incumbent is expected to demonstrate the following 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 potential.
- Empowering others & building trust: Creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.

### **Additional Notes:**

IOM is committed to a diverse and inclusive environment. External and internal candidates are eligible to apply for this vacancy. For the purpose of the vacancy, internal candidates are considered as first- tier candidates and will be given priority over external applicants if they meet the minimum requirements.

Appointment will be subject to certification that the candidate is medically fit for appointment and obtains nationality ID or valid residency/work permit.

### **Method of application:**

If you are qualified for this position, please send your letter of motivation, up-to-date Resume/CV, copy of ID and Complete IOM Personal History Form (which can be downloaded from this website: <https://southafrica.iom.int/vacancy>) to [pretoriacvs@iom.int](mailto:pretoriacvs@iom.int)

When you send your application, please specify the Vacancy reference number i.e. SVNSA2019/10 on the subject line of your email. It will be challenging to track your application without the reference code provided. Incomplete applications will be rejected.

Please send your applications by Monday, 23<sup>rd</sup> September 2019. Only shortlisted candidates will be contacted.

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