

ICMPD Generic Job Profile

Monitoring, Data and Learning Officer¹

Functional Overview

The Monitoring, Data and Learning (MDL) Officer, under the supervision of the Head of Office, contributes to ICMPD's Monitoring, Evaluation and Learning (MEL) efforts through systematic collection, management and analysis of data at project and field level. They ensure the quality, completeness and timeliness of data collected against project indicators, providing inputs for reporting to donors, management and stakeholders. They support project teams and monitoring focal points in implementing standard tools and processes for data gathering, entry, validation and aggregation. The MDL Officer's focus is primarily operational, supporting MEL through accurate field-level implementation, data handling and reporting routines, in line with ICMPD's organisational approach to MEL.

Key Results

Data Collection and Management: Project data is collected, verified and managed consistently in accordance with MEL frameworks and project log frames. Monitoring tools and templates are developed or, where necessary, adapted to field realities and applied in coordination with project teams. Data sets are regularly cleaned, validated and stored in compliance with ICMPD data protection and quality standards, ensuring that accurate information is available for analysis and reporting.

Project Support and Reporting: Comprehensive inputs are provided for project and donor reporting through the systematic compilation and presentation of quantitative and qualitative monitoring data. Information is structured for inclusion in periodic reports and internal dashboards, with monitoring findings documented and shared across project teams to facilitate decision-making and adaptive management. The Monitoring, Data and Learning Officer also contributes, as necessary, to the development of new project proposals, including by supporting the development of draft results matrices/logical frameworks based on ICMPD's common indicator framework.

Field Monitoring Support: Field monitoring visits and missions are undertaken in line with project requirements. These visits include the provision of first-level observations on progress, challenges, risks to indicator achievement and inconsistencies in data submission. Project counterparts and local partners are supported in the application of ICMPD's monitoring practices, thereby improving the reliability of data collected in the field.

SRL Unit Collaboration: Close collaboration is maintained with ICMPD's SRL Unit and core MEL Officers to ensure that field-generated data is aligned with corporate monitoring frameworks and knowledge management processes. The Monitoring, Data and Learning Officer contributes to ensuring coherence between project-level monitoring practices and ICMPD-wide MEL standards,

¹ This job is classified at IP/LP2.

while also supporting the dissemination of validated data, lessons learned and good practice across the organisation.

Operational Learning and Feedback: Contributions are made to the systematic collection, analysis and documentation of monitoring findings, lessons learned and feedback from partners and beneficiaries in line with ICMPD learning and knowledge management frameworks. Support is provided to the compilation and sharing of learning outputs within and across projects and units to facilitate decision-making, adaptive management and continuous improvement.

Required Expertise

- Ability to collect, validate, analyse and handle project-related data in a systematic and reliable manner.
- Knowledge of data collection methodologies, monitoring tools and indicator frameworks in an international development context.
- Practical experience with data entry tools, databases, and/or survey software (e.g. Kobo, ODK, Excel-based monitoring).
- Strong experience in data quality control, consistency checks and preparation of summative data reports.
- Ability to establish and maintain effective working relations with project teams, partners and stakeholders in data collection and monitoring routines.
- Capacity to handle multiple data processes and monitoring tasks simultaneously in fast-paced environments.

Qualifications, Experience and Language Skills

- Master's degree (or equivalent) in social sciences, statistics, data management, development studies, migration, or a relevant field. A first-level university degree (Bachelor's degree or equivalent) with two additional years of relevant work experience may be accepted in lieu of the Master's degree.
- Minimum of 3 years of professional experience in monitoring, data collection, or results reporting in an international context (preferably in migration or related thematic areas).
- Strong drafting and data presentation skills (graphs, tables, concise summaries).
- Proficiency in English (verbal/written) is required and proficiency in Arabic is an asset.
- Proficiency in MS Excel and other data management tools; experience with digital survey applications and data visualisation tools an advantage.
- Experience working in a migration-related field a strong advantage.