

Position Title : **Monitoring & Evaluation Officer**  
Duty Station : **Kinshasa, Congo, Democratic Republic of the**  
Classification : **Professional Staff, Grade P2**  
Type of Appointment : **Fixed term, one year with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **19 September 2023**

*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 work environment. Read more about diversity and inclusion at IOM at [www.iom.int/diversity](http://www.iom.int/diversity).

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following non-represented member states:  
*Antigua and Barbuda; Barbados; Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Dominica; Fiji; Grenada; Guinea-Bissau; Holy See; Iceland; Kiribati; Lao People's Democratic Republic (the); Madagascar; Marshall Islands; Micronesia (Federated States of); Namibia; Nauru; Palau; Saint Kitts and Nevis; Saint Lucia; Seychelles; Solomon Islands; Suriname; The Bahamas; Tonga; Tuvalu; Uzbekistan; Vanuatu*

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

### **Context:**

Under the overall supervision of the Chief of Mission (COM) and direct supervision of the Program Support Coordinator and in close coordination with the Regional Monitoring and Evaluation Officer at the Regional Office (RO) for Southern Africa in Pretoria and relevant units at Headquarters, the Monitoring and Evaluation Officer will be responsible for supporting all aspects of projects/programmes/strategy Monitoring and Evaluation (M&E), the development and implementation of the M&E system to strengthen monitoring and evaluation activities, data collection and analysis, reporting, to facilitate learning and recommend continuous improvements, where necessary.

### **Core Functions / Responsibilities:**

1. Maintain and adjust the overall project/programme/strategy Monitoring and Evaluation framework in close coordination with the head of Programmes, the COM, the Head of Operations and the Information Management (IM) Unit.
2. Prepare monthly, quarterly or annual project/programme/strategy reviews, participatory impact assessments, process and operations monitoring, real time, midterm and final evaluations and lessons learned workshops, while monitoring the compliance of M&E arrangements with the donor/UN/HQ requirements.
3. Supervise Monitoring and Evaluation support activities assigned to other staff to facilitate comprehensive and detailed coverage of project/programme/strategy M&E activities through all stages of implementation.
4. Collaborate with IOM units, Implementing Partners and UNCT on both quantitative and qualitative monitoring aspects to provide relevant information for performance management and evaluations of project/programme/strategy activities for complying with regular reporting requirements.
5. Draft regular monitoring reports to be shared with relevant stakeholders such as donors/UN agencies and coordinate with the CO's Public Information Officer with regards to utilization of M&E findings in Public Information materials. Ensure that evaluation reports are made available to the main stakeholders and donors and are made public as per IOM Evaluation Policy.
6. Contribute and facilitate the regular sharing of M&E findings with relevant stakeholders and other IOM offices 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.
7. Coordinate the process for identifying the key performance questions, indicators and parameters for monitoring and evaluating performance and achievements.
8. Design the format for performance reports in line with M&E guidelines and donors/UNCT requirements, review and analyze the monitoring reports and targets, highlight the causes of potential bottlenecks in implementation and recommend corrective measures, where necessary.
9. Participate to the selection of, and monitor the work of Implementing Partners that are sub-contracted to conduct surveys and studies required for monitoring and evaluating projects/programme/strategy, in line with procedural M&E and reporting guidance to be included in service providers' contracts.
10. Review the availability and quality of existing social and economic data related to the project/programme/strategy area, the methods for collecting them and the degree to which they can provide baseline statistics and reference for project/programme/strategy monitoring and evaluation.
11. Participate in activities with external partners, UN and donors to facilitate access to M&E data to stakeholders. Undertake regular travel to the field in coordination with relevant IOM staff and/or partners to support implementation of M&E and to discuss corrective measures when needed.
12. Participate in the development of projects/programmes in the framework of CO's Strategy, Consolidated Appeal, Plans and/or Annual Report, in coordination with the operational and resource management staff. Verify that budgets include necessary resources for M&E activities, including for conducting evaluations.
13. In coordination with the relevant units and Focal Points of the CO, support the "do no harm" principle and work to promote Accountability to Affected Populations (AAP) approaches through awareness-raising and the development of effective accountability mechanisms, in line with IOM's global standards.

14. Keep abreast of internal framework for Monitoring, Evaluation, Accountability and Learning (MEAL) and Results Based Management (RBM) developments to ensure compliance with processes and strategies such as the Country and Regional strategies, IOM Institutional Questionnaire (IQ), IOM global M&E strategy, Strategic Results Framework (following IOM Global Vision), regional M&E planning tools and PRIMA-for-all standards.

15. 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, International Relations, Law or a related field from an accredited academic institution with two years of relevant professional experience; or,
- University degree in the above fields with four years of relevant professional experience.

### **Experience**

- Experience in project conceptualisation, development, monitoring, reporting and evaluation;
- Experience in development, planning and implementation of programme/project M&E systems at multi-country or multi-project level, including data collection, analysis and report writing;
- Excellent knowledge of monitoring and evaluation concepts, approaches and techniques, including qualitative and quantitative methods, participatory approaches, and evaluative methodologies;
- Experience in conducting and managing evaluations and the development of baseline assessments;
- Experience in development and delivery of M&E trainings;
- Experience in survey design, statistical analysis, and proven competency in ability to use at least one statistical software packages (e.g., SPSS, NVIVO, STATA, Epiinfo, etc.);
- Experience working with UN Agencies, International Organizations, and International specialized NGOs;
- Experience in liaising with governmental and diplomatic authorities as well as with national and international institutions;
- Experience in organizing consultations, workshops and seminars with high level stakeholders;
- Sound and proven understanding of internal and international migration issues in the country and in the region;
- In-depth knowledge of the broad range of migration-related subject areas dealt with by the Organization; and,
- Knowledge of UN cooperation frameworks and bilateral donor programming requirements.

### **Skills**

- Strong writing and research skills;
- Excellent communication and analytical skills;
- High degree of judgment and initiatives, ability to work with a high degree of independence with 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**

IOM's official languages are English, French, and Spanish.

For this position, fluency in French and working knowledge of English is required (oral and written). Working knowledge of local languages is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

## Notes

<sup>1</sup> Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

## Required Competencies:

**Values** - all IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

## Core Competencies – behavioural indicators level 2

- **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 actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

## Managerial Competencies – behavioural indicators level 2

- **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.

IOM's competency framework can be found at this link.

[https://www.iom.int/sites/default/files/about-iom/iom\\_revised\\_competency\\_framework\\_external.pdf](https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf)

Competencies will be assessed during a competency-based interview.

## Other:

Internationally recruited professional staff are required to be mobile.

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

This selection process may be used to staff similar positions in various duty stations. Recommended candidates endorsed by the Appointments and Postings Board will remain eligible to be appointed in a similar position for a period of 24 months.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.

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.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

### ***How to apply:***

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 19 September 2023 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: [www.iom.int/recruitment](http://www.iom.int/recruitment)

### ***Posting period:***

From 06.09.2023 to 19.09.2023

### ***No Fees:***

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Requisition: VN 2023 395 Monitoring & Evaluation Officer (P2) Kinshasa, Democratic Republic of Congo (58337157) Released

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