

Position Title	: Monitoring and Evaluation Assistant
Duty Station	: Khartoum, Sudan
Classification	: G5
Type of Appointment	: One-year fixed term with possibility of extension.
Estimated Start Date	: As soon as possible
Closing Date	: February 23, 2023
Reference Code	: VN 10 2023

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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:

Under the overall supervision of the Programme Support Coordinator, the direct supervision of the Monitoring and Evaluation Officer, and in close cooperation with all programme units, the incumbent will be responsible for overseeing the set-up and implementation of Monitoring and Evaluation (M&E) for the mission's projects and programs including detailed reporting according to donor and IOM standards.

Core Functions / Responsibilities:

1. Provide overall monitoring and evaluation support in the day-to-day management and implementation of the overall projects.
2. Assist project focal points at the mission level in monitoring and evaluation-related efforts, including verifying data entry is timeously done, accurate, and reliable, whilst respecting IOM's data protection principles and suggesting innovative solutions to meet challenges faced in data collection.
3. Assist the project teams in regularly updating and improving the M&E tools by gathering quantitative and qualitative data/information on project activities.
4. Assist in drafting M&E plans and indicators to track project progress.
5. Provide feedback to the Project Officers on M&E findings and follow up on the utilization of monitoring results stated in the "Results Monitoring Framework".
6. In coordination with the project teams , carry out field and monitoring visits to the beneficiaries' sites including communities where community development initiatives are taking place and gather data on the support provided

7. Collect, analyze, visualize, and present data through ad-hoc and periodic M&E report, considering gender and protection disaggregated data.
8. In coordination with the supervisor, conduct financial monitoring for specific projects, including updating project planners and highlighting areas of concern to project managers.
9. Support the Monitoring and Evaluation to carry out joint monitoring, including regular quantitative and qualitative data collection approaches.
10. Assist in the further development and incorporation of monitoring and evaluation frameworks to strengthen the project implementation and data management.
11. Organize, collect, compile and document all program and MEAL-related data and files, ensuring that all records are properly organized and stored.
12. In coordination with the M&E Officer, support the management and implementation of select project evaluations.
13. Undertake duty travel to challenging areas when necessary.
14. Perform any other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Social Science, Statistics or Development Studies or a related field from an accredited academic institution with three years of relevant professional experience; or
- Completed High School degree from an accredited academic institution with five years of relevant professional experience.

Experience

- Computer/software literate, preferably with advanced skills in Excel, PowerPoint, SPSS, kobo toolbox, ODK and report writing.
- Experience with international humanitarian organizations, non-governmental or governmental institutions/organizations in a multi-cultural setting.
- Knowledge of principles and current approaches to monitoring and evaluation to emergency conflict contexts using quantitative and qualitative methodologies.
- Strong knowledge of monitoring and evaluation tools and methodologies and excellent analytical and report-writing skills.

- Communicates with integrity to different stakeholders (strong interpersonal skills).
- Experience in data processing or analysis (Excel, etc.) is required.
- Ability to train others and effectively facilitate meetings is required.
- Willingness to travel up to 70% of the time.

Languages

English and Arabic is Required.

Required Competencies

Values – all IOM staff members must abide by and demonstrate these 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 – behavioral 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 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.
- IOM has zero tolerance with discrimination and does not discriminate to HIV/AIDS status.
- This position is open to **ONLY** Sudanese nationals.
- **Vacancy close at 23:59 local time Khartoum, Sudan on the respective closing date 23.02.2023. No late applications will be accepted.**

How to apply:

Interested candidates are invited to submit their Resume via email: sudancareer@iom.int , by February 23, 2023, at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

[From 09.02.2023 to 23.02.2023](#)

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.