



International Organization for Migration (IOM)
The UN Migration Agency

Position Title : **Monitoring & Evaluation Officer**
Duty Station : **Accra, Ghana**
Classification : **NO-A**
Type of Appointment : **Special Short Term, with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **14 March 2021**

Context:

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.

Under the direct supervision of the Chief of Mission (CoM) and Project/Programme Managers (PMs), with technical support from the Regional M&E Office (ROME) as needed, the successful candidate will be responsible and accountable for the IOM Ghana mission monitoring and evaluation interventions, supporting the tracking of progress and implementation for IOM programmes in Ghana.

Core Functions / Responsibilities:

1. Support the development and roll out of project M&E Frameworks, guidelines, plans and tools to guide quality M&E in the IOM Ghana projects.
2. Provide technical support for the collection, analysis and management of IOM Ghana projects' M&E data and facilitate its access by relevant internal and external stakeholders.
3. Support the regular review of M&E plans, tools and other documents such as results matrices, reporting templates etc., as may be necessary in coordination with relevant colleagues or partners.
4. In coordination with COM and PMs, conduct periodic field visits to project sites, to ascertain and promote adherence to agreed standards and timelines of implementation; create greater awareness of reporting requirements; ascertain use of appropriate M&E data collection methods and build capacity thereof; and gather information on implementation bottlenecks to ensure timely implementation of projects.
5. Contribute to the development of periodic internal and/or donor reports by providing M&E data and content, ensuring that results are aligned to indicators outlined in results matrices, as well as ensuring that reporting is in aligned to IOM standards, donor standards, and results based.
6. Provide feedback to project coordinators for programme revisions and amendments based on monitoring or evaluation findings
7. Contribute to capacity building efforts on M&E in the mission and its Implementing Partner

including through training, mentorship, coaching. Deliver technical training on data collection, data analysis, and data visualization methodologies, including KoBo Toolbox and ODK, Excel, Power BI, and QGIS, as appropriate;

8. Contribute to the mainstreaming and measurement of gender in all project M&E activities including but not limited to Gender disaggregation of M&E data, engendering project results statements and indicators, ensuring that gender measurements are included in baseline, mid-term or end line evaluations and in monitoring activities.
9. Contribute to the drafting process for all needed national, regional or global reporting initiatives, such as the Institutional Questionnaire, the UNSDP Reporting, etc., in coordination with IOM Ghana Focal Points.

Required Qualifications and Experience:

Education

- Master's degree in Political or Social Sciences, International Relations, Social Research Methods, Data Science or a related field from an accredited academic institution with at least two years of relevant professional experience; or
- Bachelor's degree in the above fields with four years of relevant professional experience.

Experience

- Solid experience in the field of monitoring and evaluation in the context of a governmental, non-governmental or intergovernmental organization;
- Expert knowledge of MS office and advanced data science and/or statistical skills including knowledge of database management, statistical and project management software is a strong advantage; data visualization skills an advantage;
- Experience in creating implementing M&E systems for a UN agency or an international NGO;
- Knowledge and understanding of the migration issues in the region is an advantage;

Languages

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

1 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 three 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 – behavioural indicators

- **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 – behavioural indicators

- **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.

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

[https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.p df](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:

Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment or visa requirements and security clearances.

No late applications will be accepted.

How to apply :

Interested candidates are invited to submit their applications directly to accravacancies@iom.int by 14 March 2021 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

From 01.03.2021 to 14.03.2021

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.