

POST DESCRIPTION

SECTION 1

Position Information

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|---|---|
| Position Title | National Monitoring and Evaluation Officer |
| Position Grade | Agents recrutés sur le plan national, NOA- (Grille de salaire ONU). |
| Type of Contract | Contrat spécial court terme gradé, 06 mois avec possibilité d'extension |
| Duty Station | Nouakchott-Mauritanie |
| Position Number | New position |
| Job Family | M&E |
| Organizational Unit | 10014830 |
| Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position? | Mauritania |
| Position rated on | |
| Reports directly to | Programme Support Officer |
| Number of Direct Reports | 1 |

SECTION 2

Organizational Context and Scope

The International Organization for Migration (IOM) is an intergovernmental organization created in 1951 which occupies a leading position on the migratory scene. Composed of 173-member states, plus eight other states with observer status, IOM has offices in more than 100 countries. IOM works closely with governmental, intergovernmental and non-governmental partners to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people. Since September 2016, IOM has become the United Nations migration agency. IOM has been present in Mauritania since 2006 and currently has its main office in Nouakchott and sub-offices in Bassikonou, Selibabi and Nouadhibou. As a major host, destination and transit country in West Africa and new tendencies as a country of departure, Mauritania has a complex migration dynamic. As such, the mission has been supporting migration governance, migrant protection and community stabilization and resilience building programmes in country while reinforcing regional and international cooperation on migration.

Responsibilities and Accountabilities

Under the overall supervision of the Chief of Mission and the direct supervision of the Programme Support Officer and in coordination with all senior management staff at IOM Mauritania, the successful candidate will support the implementation of monitoring and evaluation activities of IOM in the Islamic Republic of Mauritania.

1. In coordination with the Programme Support Officer, and Project Managers, develop Monitoring and Evaluation (M&E) plans, tools and data collection methods to assess progress and results of the projects and of the country strategy;
2. Ensure, in coordination with the PSU officer and PMs that monitoring and evaluation are fully integrated into programmes, projects design and activities;
3. Coordinate the timely implementation of data collection activities in line with the Monitoring and Evaluation (M&E) plans, including baseline survey, and the collection of data to measure progress of the project indicators
4. Ensure regular updates of the M&E plans and tools, in consultation with all the relevant units and propose improvements where necessary
5. Compile necessary data on project activities, keeping regular track of the progress, achievements, delays and challenges, and informing the Project Managers accordingly;
6. Support Project Managers and the Programme Support Officer in drafting, compiling, and reviewing project reports, as well in answering comments from Regional Offices;
7. Take necessary steps to ensure to conduct the evaluation of the impact of project and programme activities, including through data analysis;
8. Carry out field and/or remote monitoring visits;
9. Support Project Managers in the preparation of external evaluations and in the recruitment of external consultants for this purpose;
10. Participate in relevant UN conferences, workshops, and technical working groups related to M&E to ensure proper reporting of IOM activities and assist the preparation of IOM and UN level reporting results frameworks.
11. Perform such other duties as may be assigned.

Required Qualifications and Experience

EDUCATION

Master's degree or equivalent in Political or Social Science, Business Administration, International Relations, International Development or a related field from an accredited¹ academic institution

Or

University degree in the above fields with two years of relevant professional experience.

EXPERIENCE

- Knowledge of Monitoring and Evaluation (M&E) in development and emergency contexts;
- Experience in Project Cycle Management (PCM) and Results Based Management (RBM);
- Experience in conducting internal or external project evaluations;
- Experience in developing M&E tools;
- Ability to adapt M&E tools to work effectively with national authorities, stakeholders and beneficiaries;
- Knowledge of migration-related subject areas dealt with by IOM in WCA;
- Experience in project reporting in English and French;
- Excellent drafting skills in English and French;
- Remote monitoring and evaluation techniques;
- Very good knowledge of MS Office and knowledge of data processing software (SPSS, Stata, GIS, etc.);
- Previous work experience in the UN System is an asset.
- Capable de faire face à une grande charge de travail avec professionnalisme ;
- Capable de livrer dans un court délai ;
- Fiable et honnête ;
- Ponctuel et précis ;
- Excellentes compétences interrelationnelles

SKILLS

Indicate position specific skills, for example:

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations.

Knowledge of International Public Sector Accounting Standards (IPSAS).

SECTION 5

Languages

REQUIRED

For all applicants, fluency in French and English is required (oral and written).

DESIRABLE

Written and oral knowledge of local languages is an advantage (Hassanyia, Pulaar, Wolof, and Soninké).

SECTION 6

Competencies¹

■ The incumbent is expected to demonstrate the following values and 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.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

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 – Choose a level.

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.

---- *If direct reports (10th row above) for PAS is greater than zero, then the managerial competencies below are inserted.* ----

MANAGERIAL COMPETENCIES - Behavioural indicators – Choose a level.

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.

How to apply:

Interested candidates are invited to submit their application via email iommrecruit@iom.int indicating in the subject of the email the title: "**Application for the position: National Monitoring and Evaluation Officer**", no later than **04/06/2024**, referring to this advertisement.

late applications will not be accepted.

IOM only accepts complete applications (CV + Cover Letter in PDF).

Only selected candidates will be contacted.

Publication period: 21/05/2024 to 04/06/2024

SECTION 7

Signatures

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| 1 st Level Supervisor | Date |
| | Click here to enter a date. |
| 2 nd Level Supervisor | Date |
| | Click here to enter a date. |