



IOM International Organization for Migration

## **Vacancy Notice 2023-26 (extended)** **Open to Internal and External Candidates**

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| Position Title       | : <b>Monitoring and Evaluation (M&amp;E) Assistant</b>      |
| Duty Station         | : <b>Chisinau, Moldova</b>                                  |
| Classification       | : <b>General Staff Category, Grade G-5, UN Salary Scale</b> |
| Type of Appointment  | : <b>Fixed term one year, with possibility of extension</b> |
| Estimated Start Date | : <b>ASAP</b>   |
| Closing Date         | : <b>August 16, 2023</b>                                    |

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. Well qualified candidates, particularly women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV are particularly encouraged to apply.

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 Unit Coordinator and the direct supervision the Monitoring and Evaluation/IM Officer, the successful candidate will support a wide range of monitoring and evaluation related activities within the mission:

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

1. Support the implementation of the Monitoring and Evaluation (M&E) plan applicable to IOM's interventions at national level and local levels, including contributing to the development of tools, SOPs, and data management systems.
2. Support the development of progress tracking tools and maintain and monitor dashboards on results, activities, and risks of IOM Moldova response portfolio, and participate in field monitoring visits, as required.
3. Assist in internal evaluations of national projects in close coordination with the direct management team.
4. Contribute to and assist in the implementation and maintenance of information system solutions implemented by IOM in Moldova and feeding into response activities included in the Regional Refugee Response Plan activities and IOM crisis response plan in Moldova.

5. Assist the information management processes and flows, including supporting program teams in developing, testing, and implementing data collection tools in the field, and accompany teams where necessary.
6. Assist in the technical management and maintenance of multiple data collection processes and reporting mechanisms, including data quality control for 5W inputs/outputs, data entries, and data consolidation for programmatic purposes, including using database and software.
7. Assist in the development and maintenance of information products for IOM Moldova to feed into internal and external briefings, project proposals, and contractual and/or ad-hoc reports.
8. Help verify that all data collection, storage, analysis, and dissemination is in line with IOM's data protection principles and applications adhere to Information Technology and Communication Information and Communications Technology (ICT) Policies and Standards and Data Protection Policy.
9. Provide technical inputs for the improvement of the current software's used to track the progress of indicators of the projects in the field.
10. Upon approval, disseminate findings, conclusions, and recommendations from monitoring and evaluation activities.
11. Perform other duties as may be assigned.

### ***Required Qualifications and Experience***

#### **Education:**

- High school diploma with five years of relevant experience; or,
- Bachelor's degree in business administration or related fields from an accredited institution with three years of relevant professional experience.

#### **Experience:**

- Previous experience with monitoring systems and processes to track program implementation progress, performance indicators, and outcomes.
- Previous experience working on social projects, such as strengthening social inclusion and promoting the rights of migrants and refugees.
- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

#### **Skills:**

- Good knowledge in Excel and electronic data collection tools.
- Proficient in preparing comprehensive reports and visualizations to communicate evaluation findings effectively.
- Skilled in using data visualization tools (e.g., Power BI, Tableau, or Excel charts) to present complex data in a clear and concise manner.

- Strong interpersonal and communication skills, including the ability to work collaboratively with cross-functional teams and stakeholders.
- Ability to manage multiple tasks, prioritize work, and meet deadlines in a fast-paced environment.

**Languages:**

For this position, fluency in English and Romanian is required (oral and written). Working knowledge of Russian is desirable.

**Required Competencies**

The incumbent is expected to demonstrate the following values and competencies:

**Values**

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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 level 1**

- 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.

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

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, security clearances, and a valid COVID certification.

Only candidates residing in the country of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, and work permit, as applicable.

**How to apply:**

Interested applicants are invited to send the Personal History form [https://civic.md/userfiles/attachments/14191/IOM\\_Personal\\_History\\_Form.xls](https://civic.md/userfiles/attachments/14191/IOM_Personal_History_Form.xls) and cover letter in English to: [harchisinau@iom.int](mailto:harchisinau@iom.int)

Please, indicate the position you are applying for and reference code in the subject line of your message.

Closing date for applications is **16 August 2023**.

In order for an application to be considered valid, IOM only accepts the Personal History Forms duly completed.

**Only shortlisted candidates will be contacted.**

***Posting period:*** From 05.07.2023 to 16.08.2023