



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Senior Monitoring & Evaluation Assistant (BMM)**
Vacancy No. : **IOMRONBO/VN/018/2023**
Duty Station : **Regional Office, Nairobi, Kenya**
Classification : **General Service Staff, Grade G6**
Type of Appointment : **One Year Fixed Term Contract (with possibility of extension)**
Estimated Start Date : **As soon as possible**
Closing Date : **May 15, 2023**

The International Organization for Migration (IOM) is the UN Migration Agency. With 174 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government, and civil society to:

1. Assist in meeting the operational challenges of migration and mobility.
2. Advance understanding of migration issues.
3. Encourage social and economic development through migration; and
4. Uphold the human dignity and well-being of migrants and mobile populations.

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.

IOM's Regional Office for the East and Horn of Africa supports and monitors the following countries: Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, Tanzania and Uganda. Through a team of specialists, the Regional Office supports the development, implementation, monitoring, reporting and evaluation of projects and initiatives undertaken by country offices and regional programmes.

Context:

The Better Migration Management (BMM) programme is a regional, multi-year, multi-partner programme co-funded by the EU Trust Fund for Africa and the German Federal Ministry for Economic Cooperation and Development (BMZ) coordinated by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ). IOM is one of the main implementing partners for the programme along with UNODC, CIVIPOL and the British Council.

This three-year project will be implemented in the following countries – Djibouti, Ethiopia, Kenya, Somalia, South Sudan, and Uganda

The Better Migration Management (BMM) programme aims to improve migration management in the region, and in particular, to address Trafficking in Persons (TiP) and Smuggling of Migrants (SoM) from and within the East and Horn of Africa (EHOA) region. More specifically, the programme is expected to strengthen national and regional migration governance in accordance with the global and regional frameworks; increase national and cross-border cooperation on trafficking and smuggling cases between investigation, prosecution, courts and other state as well as non-state actors in accordance with international standards; and improve the prevention of trafficking in persons and protection of vulnerable migrants at local, national and regional level ensuring appropriate assistance and support for victims of trafficking in human beings, taking into account the gender specificity of the phenomenon and the particular vulnerability of women and children.

Under the overall supervision of the Senior Regional Programme Manager (BMM) and direct supervision of the Deputy Regional Programme Manager (BMM), IOM seeks a proactive individual to provide technical support in the implementation of the BMM programme through, assisting in the coordination, implementation, monitoring of and reporting on activities under the BMM programme.

Core Functions / Responsibilities:

1. In coordination with the Deputy Regional Programme Manager, assist in the implementation of the M&E strategy, including learning and accountability and generation of reliable data for results-based management of the BMM activities.
2. Consolidate work plans and M&E plans for the BMM unit, incorporating all programme activities with clearly measurable indicators and outputs.
3. Prepare progress reports for project management including identification of problems, causes of potential bottlenecks in project implementation and suggest recommendations to improve efficiency and effectiveness of the BMM activities.
4. Develop and regularly update monitoring performance measurement with project staff, such as quality benchmarks and indicators, and performance tracking for IOM activities under the BMM workplans.
5. File and update all reports and documents produced as a result of BMM implementation and update the BMM knowledge management database.
6. Work with the project staff to monitor relevant context related indicators and triggers relevant for the BMM operations.
7. Support sound, ethical and methodological design, and implementation approach for the BMM assessments, surveys as well as monitoring plans, ensuring that gender sensitivity and gender analysis is integrated.
8. Support project management with the preparation of timely reports to ensure compliance with key programme indicators and ensure project activities are in line with donor requirements.

9. Provide support to external evaluations and conduct internal performance and impact evaluations and other accountability reports as required, including analysis of the findings and providing recommendations.
10. Provide project staff with after action reviews and promote a culture of lessons learning and generation of knowledge.
11. Undertake duty travel related to programme implementation as tasked by the Senior Regional Programme Manager- BMM and Deputy Regional Programme Manager.
12. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Completed University Degree from an accredited academic institution preferably in project management, social science, development planning, statistics, or related field with at least four (4) years of relevant professional experience; Or,
- High school degree with at least six (6) years of relevant professional experience.

Experience

- Demonstrated previous experience establishing and managing robust Monitoring and Evaluation platforms.
- Knowledge of digital data collection platforms and methodologies.
- Knowledge of Access database is an advantage;

Skills

- Excellent computer skills: excellent knowledge of MS Word, Excel, PowerPoint and email/internet software, statistical analysis packages.
- Good skills in training and capacity building in M&E.
- Ability to design and develop Monitoring, Evaluation, Learning and Accountability strategy, methodologies, and tools.
- Ability to consolidate information from multiple sources and write timely and succinct information analysis and report writing.

Languages

Required: Fluency in English and Kiswahili is required. Working knowledge of French; and/or any other UN Official language is advantageous.

Required Competencies

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

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation. Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

How to apply:

Submit cover letter indicating the Position Title & Vacancy Notice Number (VN No.), and CV with telephone and e-mail contacts including 3 Referees (Supervisors) to: IOM, RO Human Resources Department, via e-mail to ronairobihrdrec@iom.int

Closing Date: 15 May 2023

Only Shortlisted Applicants will be contacted.

NOTE

NO FEE: The International Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process, or training). IOM does not concern itself with information on applicants' bank details.

Posting period:

From: **02.05.2023** to **15.05.2023**