



Vacancy Announcement open to internal and external candidates - readvertised

Duty Station: Sarajevo, Bosnia and Herzegovina
Application Deadline: 16 August 2022
Position Title: Senior Monitoring and Evaluation Assistant
Contract type: SST Graded
Contract duration: 6 months, renewable
Grade: G6
Starting Date: as soon as possible
Reference Code: SVN 66-08/22

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

The International Organization for Migration (IOM) - the UN Migration Agency - is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. IOM, together with the international community, assists the population of BiH in rebuilding their lives and working for a better future. Today, with a focus on building the capacity of the BiH government to manage migration, IOM is working with a wide range of governmental and non-governmental partners in a wide range of migration-related areas, including, amongst others, the protection of vulnerable migrants; border management; assisted voluntary return; diaspora; technical assistance on migration management; disaster risk reduction and recovery.

Core Functions/Responsibilities

Under the direct supervision of the Project Development and M&E Officer and in close coordination with the Regional Project Manager, Migration Management Team Leader, the incumbent will provide programme support to the Assisted Voluntary Return And Reintegration programme in the Western



Balkans, as well as support to other projects implemented or in development in the IOM Office in Bosnia and Herzegovina. As part of the Programme Support Unit (PSU), the incumbent will be involved in reporting, monitoring, project development and coordination functions.

Reporting

- Draft interim and final donor reports; identify shortfalls in delivery, bring them to the attention of the supervisor, the Regional Project Manager - Migration Management Team Leader, and donor and suggest corrective measures;
- Report the results of monitoring activities, allowing corrective measures to be taken promptly;
- Support the compilation of weekly reports in coordination with the responsible Project Support Unit (PSU) staff.

Monitoring and Evaluation

- Exercise quality control over projects' procedures and documents, and ensure activities are in line with IOM and donor guidelines and requirements;
- Coordinate and monitor the collection of data and information for IOM projects managed in Bosnia and Herzegovina and the region, with a focus on regional AVRR Programming, through existing project monitoring plans;
- Participate in the development of new monitoring plans in accordance with project documents, and ensure that monitoring plans and calendar are well aligned with the PRIMA processes, and the donors' reporting calendar;
- Assist in the development of new data collection tools; as well as their roll-out and implementation in the field (ex. Focus Group Discussions, satisfaction surveys, key informant interviews, etc.);
- Undertake field monitoring visits to monitor compliance with donor requirements and international standards when required;
- Support evaluation processes for the mission, through drafting of Terms of reference, coordination with internal and external coordinators, review of reports, drafting of standard management response, etc.

Project Development (PD)

- Attend PSU and AVRR weekly meetings and contribute to streamline communications by sharing updates or important messages;
- Monitor donor priorities and strategic objectives in the Western Balkans, as well as upcoming call for proposals and funding opportunities for IOM;
- Support the conceptualization of projects through research and drafting of concept notes and project proposals. Coordinate project proposals internally and externally and incorporate feedback into documents;
- Review key M&E sections of project proposals developed by other colleagues and suggest improvements to the results framework proposed, and contribute to the coherence with other projects, or other relevant frameworks (e.g. CGM, SDGs, national strategic plans, etc.);



- Maintain internal PD planning documents up to date and keep PSU team and Regional Project Manager updated on new PD developments.

Coordination

- Respond to complex information requests and inquiries; set up and maintain files/records;
- Support the coordination of various national, regional and global reporting and monitoring mechanisms (e.g. GHRS, Institutionnal questionnaire, etc.);
- Participate in technical level meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nations agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project;
- Coordinate closely with the IOM Regional Office in Vienna and IOM Office in Brussels (for EU compliance) for compliance with thematic policies and procedures.

Other

- Adhere to the confidentiality principles defined within the guidelines of IOM, including IOM Data Protection Principles (IN/138); IOM Project Handbook; and internal monitoring and evaluation instructions and guidelines, especially IN/31 (Rev.1) and IN/266;
- Perform other related duties as assigned

Required Qualifications and Experience

Education: Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law, Communications or related fields from an accredited academic institution with four years of relevant professional experience; or high-school diploma with six years of relevant experience.

Experience:

- Experience in project development and reporting required.
- Experience in monitoring and evaluation of AVRR activities, including outreach and awareness raising campaigns is a strong advantage;
- Experience in coordinating and overseeing research and surveys, especially with vulnerable populations is a strong advantage;
- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups an advantage; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills:

- Excellent planning, management and organizational skills.
- Good oral and written communication skills in both English and local languages.



- Knowledge of research methodology is a strong advantage.
- Demonstrable knowledge and understanding of monitoring and evaluation concepts, and ability to apply this knowledge in the professional world;
- Knowledge of UN and bilateral donor (preferably EU) programming.
- Knowledge of financial and procurement rules and procedures.
- Strong computer literacy.

Language(s): Fluent English and one of the three languages of Bosnia and Herzegovina (Bosnian/Croatian/Serbian).

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: 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

- 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

- 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.



How to apply

Interested candidates are invited to submit their application (**IOM PHF - Personal History Form and motivation letter**) electronically by email to: bihvacancies@iom.int. **Please be advised that only attached PHF will be taken into consideration and processed.**

Internal candidates are to apply by sending Internal Application Form in attachment.

Please note that only the attached IOM PHF will be considered.



IOM CV Form - Personal History Form

Subject: SVN 66-08/22

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

Applications must be received **by 16 August 2022**.

Posting period: 02 August 2022 – 16 August 2022

As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination against COVID-19.

The appointment is subject to funding confirmation.

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

For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

Vacancy is open to candidates residing in the country of the duty station or from a location in a neighboring country which is within commuting distance of the duty station. **Candidates applying from another location outside commuting distance will be considered locally recruited and will not be eligible for allowances or benefits available to eligible internationally-recruited staff. In all cases, a prerequisite of taking up position as a staff member in the GS category is right of residence and right to work in the country of the duty station at the time of application.**