



VACANCY NOTICE **IOM LIBYA MISSION IN TUNIS**

Position Title: **Monitoring and Evaluation Assistant**
Duty Station: **IOM Libya, based in Tunisia**
Classification: **G6**
Type of Appointment: **Special Short Term for 6 months with possibility of extension.**
Estimated Start Date: **As soon as possible**
Closing Date: **19 February 2018**
Reference Code: **LY20-2018-001**

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:

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Under the direct supervision of the Community Stabilization Project Manager (PM) and the overall guidance of the Monitoring and Evaluation Officer, the Monitoring and Evaluation Assistant is responsible for strengthening the monitoring and evaluation systems for the Community Stabilization programmes in Libya.

Core Functions / Responsibilities:

1. Update and maintain the M&E framework measuring the Community Stabilization program's performance and impact against the program's results matrices;
2. Promote accurate use of M&E tools to effectively capture and manage data in support of the M&E framework and reporting process;
3. Support the analysis of raw data (quantitative and qualitative) from the data collection and implementation of M&E tools and other project experts;
4. Contribute to M&E reporting; support evaluation of project performance, impact, achievements, effectiveness of work and value for money and draw lessons learned and good practices;
5. Provide feedback to the PM on project plans and activities and propose recommendations for improving the efficiency and effectiveness of the project, identify bottlenecks in completing project activities and suggest corrective actions;
6. Assist the PM in the development of results-based matrices for new projects, including output and outcome indicators, baselines and targets, and other project related documents, particularly in terms of M&E;
7. Liaise with the field offices in Libya to remotely monitor all project activities, expenditures and progress towards achieving the projects' output/outcomes, as well as providing guidance to field staff to enable them to monitor and evaluate projects in compliance with the mission M&E framework and donor requirements;
8. Monitor the level of conflict sensitivity incorporated throughout the CS programming and support staff in acting with an awareness of conflict sensitivity;
9. Perform other duties as may be assigned;

Required Qualifications and Experience

Education

- University degree in Social Sciences, development studies, international relations or related field;

Experience

- Professional experience of at least four years in Monitoring and Evaluation programme/project planning, design, follow-up;
- Basic and advanced training in M&E of development projects and programmes is desirable;
- Strong skills in adapting tools and plans for monitoring, baselines and end-lines as well as in conducting evaluations;
- Thorough knowledge and understanding of context and governing dynamics in Libya highly advantageous;
- Experience in working in a multi-cultural environment and at district and/or community level, preferably in the MENA region;
- Familiarity with IOM project management processes is desirable;

- Strong results orientation, with proven experience in using results-based management tools;
- Proficiency in computer skills, especially in MS Office products (Excel, Outlook, Word etc)

Languages

Fluency in oral **English** and **Arabic** and excellent writing skills in English are required

Required Competencies

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

How to apply:

Interested candidates are invited to submit their applications via email: hrdlibya@iom.int, by February 19, 2018 at the latest, referring to this advertisement by mentioning the reference code and the job title in the subject line. Emails without such indication will not be considered.

Only shortlisted candidates will be contacted.

Posting period:

From 13.02.2018 to 19.02.2018