



VACANCY NOTICE
IOM LIBYA MISSION IN TUNIS
(OPEN TO INTERNAL AND EXTERNAL CANDIDATES)

Position Title:	Monitoring and Evaluation Assistant
Duty Station:	IOM Libya based in Tunis
Classification:	G5
Type of Appointment:	Special Short Term for 6 months with possibility of extension.
Estimated Start Date:	As soon as possible
Closing Date:	19 June 2017
Reference Code:	LY20-2017-010

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.

Context:

Under the direct supervision of the Community Stabilization Project Officer and the overall guidance of the Monitoring and Evaluation Officer, the Monitoring and Evaluation Assistant is responsible for supporting the monitoring and evaluation systems for the Community Stabilization programmes in Libya. In particular, the incumbent will be responsible for:

Core Functions / Responsibilities:

1. Assist in the development of project document, especially in the development of monitoring and impact indicator both quantitative and qualitative in accordance with the Log frames of the projects' documents for the projects' success;
2. Liaise with the field offices in Libya to remotely monitor all project activities, expenditures and progress towards achieving the projects' output/outcomes;
3. Provide feedback to the Project Manager on implementation of project activities and come up with recommendations for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and suggesting corrective actions to minimize or eliminate such bottlenecks;
4. Provide support in the alignment of existing planning and budgetary indicators and targets to ensure that they are appropriately presented;
5. Assist in organizing and conducting trainings on M&E for project staff and partner organizations;
6. Participate in the development of an operational plan, procedures and toolkits for the core M&E functions;
7. Perform such other duties as may be assigned.

Required Competencies:

The incumbent is expected to demonstrate the following competencies:

Required Qualifications:**Accountability**

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments and setbacks

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the Audience

Creativity and Initiative

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests
- Articulates vision to motivate colleagues and follows through with commitments

Performance Management

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others

- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Education & Experience:

- Bachelor's degree in social sciences or development studies desirable with three years related work experience.
- Previous work experience in programme/project planning, design, follow-up, monitoring and Evaluation;
- Basic and advance training in M&E of development projects and programmes;
- Knowledge of the country's programming context and good understanding of the government systems;
- Experience in working in a multi-cultural environment and at district and/or community level;
- Strong results orientation, with proven experience in using results-based management tools;
- Good written and spoken communications skills, good interpersonal skills.
- Good knowledge of MS Office applications .e.g. Excel, Word, Outlook, etc.

Languages:

Fluent written and spoken English and Arabic

How to apply:

Interested candidates are invited to submit their updated CV with a cover letter to hrdlibya@iom.int, by **19 June 2017** at the latest, 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 **05.06.2017** to **19.06.2017**