



International Organization for Migration (IOM)  
The UN Migration Agency

## VN 2024 / 019

### Open to Internal and External Candidates

Position Title : **Senior Project Monitoring & Evaluation Associate**  
Duty Station : **Rabat, Morocco**  
Classification : **G7**  
Type of Appointment : **Fixed Term, 12 months subject to funding confirmation**  
Estimated Start Date : **As soon as possible**

Closing Date : **December 24<sup>th</sup>, 2024**

*Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 has been present in Morocco since 2001, and opened the mission in Rabat in 2007.*

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:**

Under the overall supervision of the Head of Programmes in Rabat, Morocco and direct supervision of the National Monitoring and Evaluation Officer, and in close coordination with the Protection Officer and heads of unit for the Assisted Voluntary Return and Reintegration (AVRR) Programme, the successful candidate will be responsible for supporting overall Monitoring and Data Collection activities related to the implementation of Assisted Voluntary Return and Reintegration (AVRR) activities, and notably activities related to the Migrant Protection Return and Reintegration (MPRR) Programme, funded by the European Union.

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

1. Oversee and coordinate the implementation of all monitoring data collection activities, ensuring alignment with monitoring plans, tools, and risk management processes.

2. Participate in field monitoring missions as assigned, supporting data collection.
3. Lead the development and revision of field monitoring plans and tools, ensuring they meet project, donor, and program requirements.
4. Supervise and train enumerators, ensuring they understand data collection methods and tools, monitor team progress, and provide timely updates based on work plans. Oversee data collection, collation, and reporting to maintain data integrity, quality, and auditability.
5. Take responsibility for data cleaning, ensuring that any inconsistencies or errors are addressed and that data is prepared for accurate entry into databases, in line with monitoring and reporting standards.
6. Conduct analysis of findings and prepare monitoring reports and presentations to communicate key insights, trends, and recommendations to project teams, donors, and stakeholders.
7. Contribute to the development of the monitoring framework, lessons learned, and best practices, and create Standard Operating Procedures (SoPs) for the monitoring team's operations.
8. Ensure the management of sensitive data adheres to "Do No Harm" principles and Protection SoPs.
9. Perform any other duties assigned.

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

### **Education**

- University degree in Statistics, Information management, Engineering, Public Administration or related field from an accredited academic institution, with at least five years of experience within the monitoring of a project in the same or related field, or,
- School diploma with at least seven years of relevant professional experience as a monitoring assistant of a project in the same or related field.

### **Experience**

- Demonstrated experience in developing and implementing robust monitoring systems.
- Proven ability to supervise and lead enumerators effectively in field activities.
- Extensive experience in monitoring within migration and displacement contexts.
- Previous experience in monitoring projects within International Organizations, NGO.
- Willingness and ability to travel frequently within West African countries .

- Expertise in conducting interviews, facilitating focus group discussions, and performing comprehensive data collection and assessments.

### **Skills**

- Advanced computer skills in Excel, Word processing, Database management, SPSS or other statistical packages;
- Strong expertise in statistical analysis;
- Demonstrated knowledge of development of data collection tools, their administration;
- Skills in encoding qualitative and quantitative data into simple databases;
- Excellent communication and analytical skills.

### **Languages**

- For this position, fluency in French, English and Arabic is required (oral and written).

### ***Required Competencies***

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

**Values** - All IOM staff members must abide by and demonstrate these five 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.
- 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 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.

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.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance 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, or in the neighbouring country located within commuting distance, and work permit, as applicable.

### ***How to apply:***

Interested candidates are invited to submit their applications (CV/Resume + Cover Letter + 2 referees "current and previous direct supervisors") to [oimrecrute@iom.int](mailto:oimrecrute@iom.int), by December 24<sup>th</sup>, 2024 at the latest, referring to this advertisement. The application email subject should be « **VN 2024/019 Senior Project Monitoring & Evaluation Associate** ».

In order for an application to be considered valid, IOM only accepts online profiles duly completed.

Only shortlisted candidates will be contacted.

### ***Posting period:***

From 11.12.2024 to 24.12.2024