NATIONAL MONITORING, EVALUATION & REPORTING OFFICER

Open to Internal and External Candidates

Organizational Unit	:	**PROTECTION UNIT**
IOM Classification	:	**NATIONAL MONITORING, EVALUATION AND REPORTING OFFICER**
Duty Station	:	**COLOMBO**
Salary Per Month	:	**LKR 444,061.00 (NO-A)**
Type of Appointment	:	**SPECIAL SHORT TERM GRADED**
Estimated Start Date	:	**AS SOON AS POSSIBLE**
Closing Date	:	**JANUARY 14, 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 government 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:

Under the overall supervision of the Chief of Mission (COM) and the direct supervision of the Head of Protection Unit, the National Monitoring, Evaluation and Reporting Officer (PXU) will be responsible for all aspects of monitoring, documentation, reporting and evaluation of project activities in compliance with IOM policies and standards. In particular, he/she will:

Core Functions / Responsibilities:

1. Act as the focal for monitoring, reporting, documentation and evaluation of "UPLIFT" and other relevant project activities.
2. Participate actively in the design, comment and/or implementation of special assessments, surveys, and operational research.
3. Coordinate data collection, compiling and analysis for baseline, mid-term and final assessments and reports, Take the lead in drafting monthly, quarterly/interim and final project reports and updates to donors and other project stakeholders, draft other forms of documentation relevant to the project; reviewing project stakeholder reports; maintaining relevant monitoring databases.
4. Participate in the development of concept papers, and other thematic documents.
5. Participate in the development of robust frameworks for the monitoring and evaluation of project activities.
6. Plan and coordinate specific monitoring and reporting exercises. Monitor report endorsement procedures with the required endorsement entities.
7. Conduct analysis of findings of monitoring and evaluation exercises. Provide specific inputs for the development of the internal mission guidance on feedback mechanisms and accountability.
8. Keep track of the status of indicators that were set for the project/programme/strategy, including IOM Strategic Results Framework (SRF) indicators.
9. Flag and bring to the attention of the Programme Manager, delays or challenges regarding data quality or compliance issues with the IOM, donor, or partners M&E requirements.
10. Participate in specific field monitoring missions to lead data collection according to the monitoring plans and tools and risk monitoring processes.
11. Provide administrative backstopping support for the Programme Manager and the Project Officers.
12. Prepare inputs for project/initiative development according to specific needs and situation analysis in accordance with IOM standards for project development and related M&E and RBM policies.
13. Keep abreast of developments in IOM's Evaluation and Monitoring and Results-based Management (RBM) functions to ensure compliance with IOM strategies and institutional monitoring and reporting requirements, including for the SRF, the IQ, PRIMA and other M&E frameworks and planning tools.
14. Participate in meetings and conferences; maintain effective liaison and coordination with government authorities, project partners, UN agencies, intergovernmental and non-governmental organizations and other stakeholders.
15. Monitor the work of all project partners and report any non-compliance to the supervisor and take corrective actions.
16. Undertake regular field visits to different districts for the purpose of monitoring the implementation of all project activities.
17. Contribute to project conceptualization, development, and resource mobilization efforts within PXU.

Required Qualifications and Experience

Education
- Master's Degree in Statistics, Demographics, Public Policy, Development Studies, Project Management or related field from an accredited academic institution; or
- Bachelors' Degree in the above fields with two (2) years of professional experience in the related field.

Experience
- Substantial experience in M&E and reporting in alignment with organizational requirements.
- Experience in liaising with project counter parts, government officials, UN organizations and/or civil society organization is desired.
- Experience in working with International Organizations and UN will be advantageous.

Skills
- Strong reporting, writing and research skills, preferably related to M&E is required.
- Demonstrated knowledge of development of data collection tools, their administration and evaluation techniques and practices.
- Ability to establish and maintain effective relationships with implementing partners.
- Gender-sensitive reporting skills.

Languages
Fluency in **English** and **Sinhalese / Tamil** is required; Fluency in all three languages is advantageous.

Required 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 – Behavioural indicators - *level 1*
- 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* – Behavioural indicators - *level 2*
- 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 and 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.

*As Applicable

Other
Appointment will be subject to certification that the candidate is medically fit for appointment and successful reference checks.

Women with the above qualifications are encouraged to apply.

How to apply:

Interested candidates are invited to submit their applications with the following documents:
a. Detailed bio data
b. Cover letter including two work related referees (non-related)
c. Pre-screening form (here)

Kindy submit your application via email to HRSRILANKA@iom.int indicating position applied on subject line by **Sunday 14th January 2024.**

Applications without the above mentioned will not be considered and only shortlisted candidates will be contacted.

Posting period:
From 31.12.2023 to 14.01.2024

No Fees:
IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts during the selection process.