



International Organization for Migration (IOM)
The UN Migration Agency

SVN # IOM 0724-17

Position Title : **Senior Project Assistant - Project Development (PD), Monitoring and Evaluation (M&E)**
Duty Station : **Tehran, Iran**
Classification : *General service Staff, Grade G6*
Type of Appointment : *Special short-term graded, six months with possibility of extension (subject to funding)*
Estimated Start Date : **As soon as possible**

Closing Date : **July 16th, 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.

Context:

IOM in Iran (Islamic Republic of) is implementing interventions in relations to Comprehensive Action Plan (CAP) for Afghanistan and Neighbouring Countries as well as other projects in the field of migration policy / governance and disaster risk reduction. Due to the complexity of the migration landscape and increasing needs for IOM's response, IOM mission is in need of increasing capacity in the area of project development and Monitoring and Evaluation (M&E) functions.

Under the overall supervision of the Chief of Mission (CoM) and the direct supervision of the IOM Iran Programme Support Officer (PSO), the successful candidate will provide technical assistance to the mission's strategic development, programme/project development, and M&E work.

Core Functions / Responsibilities:

1. Familiarize with migration trends and issues in Iran, IOM's migration portfolio and ongoing or potential areas of work in Iran, and identify potential calls for proposal which IOM could apply.
2. Under the guidance of PSO, conduct desk review and collect and analyze information of the specific topic of IOM's interest and contribute to the development of new programs / projects for IOM mission in Iran.

3. Support PSO to implement IOM's private sector engagement strategy in Iran, identify potential private sector with Corporate Social Responsibility (CSR) programs and engage with them;
4. Support PSO with the development and roll out of project M&E Frameworks, guidelines, plans or tools to guide quality M&E in the mission's program / projects.
5. Support PSO in collecting project related M&E data on projects' implementation progress, including through regular field visits, and facilitate access by IOM Iran's program staff and produce fact sheet for external stakeholders.
6. Support PSO in the regular review of M&E plans, tools and other documents such as results matrices, reporting templates etc., as may be necessary in coordination with relevant colleagues or partners.
7. Support PSO with the development of periodic internal and/or donor reports by providing aggregated M&E data and interventions' achievements, ensuring that results are aligned to indicators outlined in results matrices, as well as ensuring that reporting is in aligned to IOM standards, donor standards, and results based;
8. Provide feedback to project staff for the preparation of programme revisions and amendments based on monitoring or evaluation findings and learning;
9. Contribute to capacity building efforts on M&E in the mission and its Implementing Partner NGOs including through training, mentorship, coaching and sharing of information;
10. Support with the preparation of Terms of Reference (TOR) for the conduction of project evaluations and reviews, and serve as focal point when evaluation missions are conducted;
11. Support maintaining project database and records up to date;
12. Work with gender focal point of IOM Iran and ensure age and gender disaggregation of M&E data, engendering project results statements and indicators;
13. Act as national M&E focal point in the UN M&E group;
14. Perform such other duties as may be assigned by supervisor.

Required Qualifications and Experience

Education

- University Degree in Monitoring and Evaluation, Statistics, Project Planning and Management; Project Management or Business Administration; or other related social sciences from an accredited academic institution with at least four years of experience,
- or High School diploma with at least six years of relevant professional experience

- M&E training certification, statistics in addition to the above qualifications is required.

Experience

1. Provable knowledge and experience on M&E methods, data collection/analysis through survey, assessment or evaluation, as well as on data/ information management is required.
2. Experience in project development.
3. Experience working in a multi-cultural environment with international organizations such as INGOs, the UN and other multilateral organizations is an advantage.
4. Experience in EU (ECHO, EU) funded project – project implementation and reporting is a strong preference for this position.

Skills

1. The incumbent must possess fair knowledge and experience in research methodology.
2. Good knowledge of project cycle management, administration and evaluation concepts and procedures.
3. Proven ability to establish and maintain strong working relations with relevant Project Managers, key stakeholders relevant for effective M&E.
4. Sound knowledge and understanding of migration issues, including the importance of promoting social cohesion and migrant inclusion.
5. A high level of personal commitment, efficiency, flexibility, drive for results, respects for diversity, creative thinking.
6. Ability to establish priorities and undertake assigned tasks with minimum supervision and maintain composure under pressure.
7. Ability to manage workload within general schedule of work, instructions, and standard practices.
8. Excellent interpersonal skills and demonstrated ability to work effectively in a team environment.
9. Ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.
10. Ability to prepare and present clear and concise technical reports in English in timely manner; and
11. Demonstrated proficiency with Microsoft office applications, including Excel, Word, PowerPoint, Publisher, and SharePoint.

Languages

- Fluency, both written and oral, in local language (Persian) and English is required.
- Working knowledge of Dari, Pashtoo and/or Azeri is desirable.

Required Competencies

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

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- 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

- 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 actions and delegated work.
- Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

Other

- 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. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

How to apply:

Interested candidates are requested to fill **the Personal History Form** attached and send it together with their **CV** and **cover letter** to the following address:

IOMTehranRecruitment@iom.int no later than **16th July 2024**. Please take note that the vacancy notice number (SVN#IOM 0724-17) must be referred to in your application/email and/or cover letter in order for an application to be considered valid. Only shortlisted candidates will be contacted.

Posting period:

From 03.07.2024 to 16.07.2024

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.