

## VACANCY NOTICE



The International Organization for Migration is seeking qualified Turkish nationals and non-Turkish nationals holding a valid residence permit for the following position based in Gaziantep, Turkey.

Vacancy Notice Number:	<b>SVN#TR/2022/129</b>
Position Title:	<b>Senior M&amp;E Assistant</b>
Classification:	6 months Special Short Term Graded Contract (G7) – with possible extension
Duty Station:	Gaziantep - Turkey
Deadline of Applications:	<b>03 June 2022</b>
Number of Vacant Positions:	1
Eligibility:	Internal & External Candidates

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.

### **General Functions:**

*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.*

*Under the overall supervision of Senior Programme Development Officer and direct supervision of the Monitoring and Evaluation Officer, the incumbent will be responsible for coordinating field monitoring visits, quantitative and qualitative data collection, enumerator and implementing partner capacity building, monitoring data quality assurance, participating in quantitative and qualitative data analysis, drafting M&E reports, supervising enumerators, supporting development and implementation of context appropriate accountability mechanisms, supporting utilisation of monitoring and evaluation findings and participating in proposal development sessions.*

### **Major Duties and Responsibilities:**

#### **Monitoring and reporting**

1. Ensure partner & direct implementation is monitored on a regular basis in line with IOM quality standards and broader humanitarian standards through scheduled visits, data quality assurance, spot check / verification visits against reports, and reports reviews.
2. Support the effective functioning of the MEAL Unit and ensure that outputs are produced and shared with project management in a timely manner.
3. Ensure project-level KPIs in indicator tracking tables are updated with accurate data on a monthly basis.
4. Consolidate, analyze and draft quantitative and qualitative MEAL reports in line with MEAL plans, highlighting project outcomes and impact.

5. Quality assurance, coordination, capacity building
6. Review MEAL Unit tools and outputs to ensure all processes (e.g. data collection, analysis, reporting) are implemented to a high quality
7. Coordinate with relevant units in order to ensure effective planning of MEAL activities
8. Ensure IASC principles, cross cutting issues (gender, protection) and core humanitarian standards are upheld in MEAL functions.
9. Oversee data quality assurance (completeness, reliability, validity, timeliness and integrity), especially for quantitative data.

### **Supervision and management**

10. Support coordination and planning within the MEAL Unit through supervision of staff and contributing to the development and maintenance of planning and monitoring tools and systems
11. Ensure MEAL staff under supervision are guided and mentored, and that their capacities are built in order to deliver high quality outputs
12. Ensure project partners are trained and oriented on project MEAL systems and provide ongoing routine coaching and mentorship of partners' MEAL staff.

### **Accountability to affected populations**

13. Support in the development of contextually appropriate accountability tools and systems to enable projects to better include communities in program planning, implementation, and monitoring.
14. Review accountability reports and share critical information with management for action-planning and decision-making.

### **Program conceptualization and design**

15. Provide specialized assistance in the preparation of project proposals and concept papers.
16. Participate in the development of the standard log frame, MEAL plan with defined indicators, baseline values for outcome indicators, indicator tracking table (ITT), and field level data collection tools in line with donor requirements for all approved projects.

### **Evaluation and learning**

17. Draft ToRs for external evaluations according to IOM quality standards and donor requirements. Support the representation of MEAL in the coordination of external evaluations and quality review of all deliverables.
18. Ensure all M&E data, reports, and records are clearly organized archived in a central location for future reference.
19. Ensure the regular sharing of M&E findings with relevant stakeholders and that monitoring data is discussed in the appropriate forums in a timely manner
20. Ensure end-line measurement of the outcome level indicators is conducted to understand the change IOM projects contributed to.
21. Participate in project review and learning events for direct & partner implemented projects before the closure of the project in order to document learnings and best practice for future programs.
22. Perform other duties as may be assigned.

## **Required Qualifications:**

### **Education:**

- University degree in Social Science, Statistics or Development Studies or a related field from an accredited academic institution with five years of relevant professional experience; or

- Completed High School degree from an accredited academic institution with seven years of relevant professional experience.

### **Experience:**

- Computer/software literate, preferably advanced skills in excel, PowerPoint, SPSS, kobo tool box, ODK and report writing
- Experience with international humanitarian organizations, non-governmental or governmental institutions/organizations in a multi-cultural setting;
- Knowledge of principles and current approaches to monitoring and evaluation to emergency conflict contexts using quantitative and qualitative methodologies
- Strong knowledge of monitoring and evaluation tools and methodologies and excellent analytical and report writing skills.
- Communicates with integrity to different stakeholders (strong interpersonal skills).
- Experience in data processing or analysis (Excel, etc.) is required
- Ability to train others and effectively facilitate meeting is required.
- Willingness to travel up to 70% of the time.

### **Languages:**

- Fluency in **English and Arabic** is required.
- Working knowledge of **Turkish** is advantageous.

### **Required Competencies**

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

#### **Values**

- **Inclusion and respect for diversity:**  
Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
  - Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
  - Promotes the benefits of diversity; values diverse points of view and demonstrate this in daily work and decision making.
  - Challenges prejudice, biases and intolerance in the workplace.
- **Integrity and transparency:**  
Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
  - Delivers on commitments; manages the organization's resources reliably and sustainably.
  - Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
  - Maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour.
  - Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.
- **Professionalism:**  
Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.

- Seeks to raise professional standards in self and others through daily work and activities.
- Adapts quickly to change and is decisive and versatile in face of uncertainty.
- Shows self-control and persistence when faced with difficult problems and remains calm in stressful situations.
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

### **Core Competencies** – behavioural indicators *level 2*

- Teamwork:
  - Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work.
  - Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
  - Shares credit for team accomplishments and ensures that the contribution of others is recognized.
  - Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.
- Delivering results:
  - Produces high-quality results and workable solutions that meet clients' needs.
  - Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations.
  - Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
  - Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.
- Managing and sharing knowledge:
  - Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
  - Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
  - Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
  - Contributes to an environment that is conducive to innovation and learning.
- Accountability:
  - Proactively seeks responsibility in delivering towards the goals of the Organization.
  - Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
  - Stands by the actions of team or department, publicly accepting ownership.
  - Takes responsibility of own shortcomings and those of the work unit, where applicable
- Communication:
  - Speaks and writes clearly and effectively.
  - Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.
  - Listens and seeks to understand without bias, and responds appropriately.
  - Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.

## **Managerial Competencies<sup>1</sup> – behavioural indicators *level 2***

- **Leadership:**
  - Assigns responsibilities fairly and manages performance, taking account of individual strengths, workloads and interests.
  - Is inclusive in decision-making and actively seeks feedback from team members and colleagues in order to identify opportunities for improvement.
  - Takes sound and timely managerial decisions that are consistent with the Organization's vision and purpose.
  - Establishes and maintains relationships with a broad range of stakeholders to understand needs and gain support.
- **Empowering others and building trust:**
  - Delegates appropriately to make the most of others' talents, clarifying expectations and allowing autonomy in important areas while providing necessary support.
  - Encourages others to take responsibility for their performance; promotes ownership, responsibility and accountability for desired results at all levels.
  - Creates an atmosphere of trust and confidence in which others can talk and act without fear of repercussion.
  - Gives proper credit to others, shows appreciation and rewards achievement and effort.
- **Strategic thinking and vision:**
  - Aligns own actions to the Organization's vision, values and mandate.
  - Translates strategic direction into short and medium-term plans and objectives for own team; revises objectives to reflect changes in organizational goals.
  - Identifies key issues/priorities in complex situations and how they may be related to one another.
  - Clearly communicates links between the Organization's strategy and the work unit's goals.

### **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, accreditation, any residency or visa requirements, and security clearances.

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.

**Please be advised that female candidates are highly encouraged and that this is a local position and as such only applications from candidates with a valid residence / working permit residing in Turkey will be considered.**

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<sup>1</sup> As applicable.

## **How to Apply:**

Interested candidates are requested to submit their application including the most recent CV with a cover letter in English with contact details (name, position, phone and e-mail details) of three references by indicating name of the position applied with its VN number in the subject line of the e-mail to [iomtrjobs@iom.int](mailto:iomtrjobs@iom.int) or to IOM Birlik Mahallesi Sehit Kurbanı Akboga Sokak No:24 Cankaya, Ankara by the end of **03 June 2022**.

Please note that only shortlisted candidates will be contacted.