



# STAFFING AND RECRUITMENT

IOM HUMAN RESOURCES

IOM is looking for a **National Monitoring & Evaluation Officer** according to the Terms of Reference below. Interested applicants are invited to apply by **25.05.2022** at the latest, referring to the vacancy notice ref. code on the e-mail subject header.

## OPEN TO INTERNAL AND EXTERNAL CANDIDATES

<b>Reference Code:</b>	SVN-66/2022/S - BD1	<b>Position Title:</b>	National Monitoring & Evaluation Officer
<b>Duty Station:</b>	Dhaka, Bangladesh	<b>Estimated Starting Date:</b>	As soon as possible
<b>Classification:</b>	NO-A (UN Salary Scale)	<b>Type of Appointment:</b>	Special Short Term for 06 months

### General Functions:

Under the direct supervision of the Mission Support Unit Head and the overall supervision of the Deputy Chief of Mission (Development)/Senior Programme Manager, the successful candidate will be responsible for the implementation and coordination of Monitoring and Evaluation (M&E) activities of IOM's Bangladesh: Sustainable Reintegration and Improved Migration Governance (Prottasha) project, a multi-year European Union funded project which aims to contribute to the sustainable reintegration of returnees and the progressive achievement of SDG 10.7, "to facilitate orderly, safe, regular and responsible migration and mobility of people, including through the implementation of planned and well-managed policies" in Bangladesh.

The responsibilities and accountabilities are as follows:

1. Implementation of M&E activities at project sites according to project documents – including M&E plans – and objectives in close coordination with the Mission Support Unit Head.
2. Support the Mission Support Unit Head and Senior Programme Manager in compiling periodic donor reports in line with the M&E plans and agreed reporting schedules.
3. Implement the project M&E framework, and other mission-, programme- and project-specific M&E plans to support accurate implementation of M&E tools for the Prottasha project, as well as to support systemic collection and analysis of data across the mission.
4. Compile monthly reports, drawing on M&E activities' outputs where possible, describing the activities, results and challenges of the programme in close coordination with project staff.
5. Ensure receipt of progress reports from implementing partners in a timely manner as per requirements and review them with support from the M&E officer as well as Programme Officers.
6. Carry out regular monitoring activities in project sites and provide timely feedback to project managers, Mission Support Unit Head, Deputy Chief of Mission, and the programme team.
7. Facilitate regular feedback from beneficiaries and stakeholders on activities and services provided through the organization's support in close coordination with the project teams.
8. Support the National Communications Officer and Mission Support Unit Head to document the process and activities of on-going projects such as capturing case stories for donor reports, website and newsletters based on M&E activities in the project sites.
9. Prepare necessary reports and disseminate them to relevant stakeholders and highlight necessary follow-up actions as required.
10. Coordinate the organization of e meetings, workshops, events, dialogues and/or consultations.
11. Undertake duty travel related to M&E activities as required.
12. Perform any other tasks that may be assigned by the supervisor.

**IOM is an equal opportunity employer and women are encouraged to apply.**  
**IOM Offices and vehicles have smoke-free work environment.**

## Education, Experience and Skills:

- Bachelors or master's degree, preferably in management, economic, development studies, social sciences, international relations, public administration, migration studies or any other relevant field
- Master's degree with relevant professional experience in implementation of M&E, reporting and project management; or
- Bachelor's degree in the above fields with two years of relevant professional experience.
- Advanced knowledge and skills of computer applications of MS Word, Excel, database management, SPSS, or other statistical packages.
- Excellent communication, analytical and interpersonal skills.
- Strong interpersonal and teamwork skills; courtesy, tact and the ability to establish and maintain effective working relationships with people of diverse cultural and national backgrounds.
- Well-developed skills in personal organization, priority setting, problem solving and writing; Strong client orientation and service approach with personal commitment, efficiency, flexibility, and drive for results.
- High degree of judgment and initiative; ability to work with a high degree of independence within assigned areas.
- Prior experience of working on reintegration projects is an added advantage

## Method of Application:

Candidates with the required qualifications can apply through email by mentioning the reference code [SVN-SVN-66/2022/S - BD1; National Monitoring & Evaluation Officer](#) in the subject line to: [DhakaJobs@iom.int](mailto:DhakaJobs@iom.int); with the following documents:

(i) *Application Letter/Cover Letter*

(ii) *Curriculum Vitae*

(iii) *Personal History Form (PHF) which can be downloaded from the IOM Dhaka website:*

<https://bangladesh.iom.int/careers>

(iv) *Scan copy of Photo*

## **APPLICATION WITHOUT PROPER REFERENCE CODE MENTIONED ABOVE WILL BE DISREGARDED**

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.

**Any attempt for persuasion will be considered as a disqualification**

**ONLY SHORT-LISTED CANDIDATES WILL BE CALLED FOR ASSESSMENT**

***Note for internal candidates:***

*with refer to IN233 and Clause 7.5 of IOM Recruitment Policy:*

*Staff members selected for a VN/SVN in his or her same category at one grade higher than his or her personal grade shall be appointed at the advertised grade. A staff member selected for a VN/SVN to a position which is two grades higher than the staff member's current grade, will be appointed at the interim grade, and six months later at the higher grade.*