



International Organization for Migration (IOM)  
The UN Migration Agency

## **POST DESCRIPTION**

<b>I. POSITION INFORMATION</b>	
Position title	Monitoring and Evaluation Assistant
Position grade	SST UG-99
Duty station	Country Office, IOM Costa Rica
Position number	XXXXXXXX
Job family	Operations
Organizational unit	10007937
Is this a Regional, HQ, MAC, PAC, Liaison Office, or Country Office based position?	Country Office
Position rated on	
Reports directly to	20076146
Number of Direct Reports	0
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>The Western Hemisphere Program (WHP), funded by the Bureau of Population, Refugees and Migration (PRM) of the U.S. Department of State, seeks to strengthen the capacities of governments in Central America, Mexico and the Caribbean to manage migration in a humane and sustainable manner.</p> <p>The Program is being implemented since 2010. Its actions focus on the promotion of good migration governance by governments, with the objective to reduce irregular migration flows and the vulnerabilities of migrants. The Program has four pillars: migration management, regional dialogue and partnerships, migration crisis management, and communication for development.</p> <p>The Program is being implemented by 12 country missions and a regional team. The responsibilities of the Regional Monitoring and Evaluation Unit include the compilation and systematization of information and the application of qualitative and quantitative tools to monitor and evaluate the products and results of the Program, as well as the communication of these results to the donor and other interested parties.</p> <p>Additionally, the Regional Monitoring and Evaluation Unit provides continuous support to all country missions in terms of monitoring and evaluation. The Unit also works closely with the Regional Communication Unit in the context of evaluations and baselines related to Communication for Development processes.</p> <p>Under the overall supervision of the Regional Deputy Program Coordinator and the direct supervision of the Regional Monitoring and Evaluation Officer, the Monitoring and Evaluation Assistant will be responsible for carrying out the following tasks:</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	

1. Support the design, preparation and implementation of surveys, interviews and focus groups to assess the effectiveness and results of the Program.
2. Assist specific IOM country teams in the monitoring of their programmatic progress, the frequent review and updating of annual workplans and corresponding risk assessments for each activity.
3. Assist specific country teams and the regional team in the the development of monthly progress reports under a results-based approach, as well as the maintenance of their means of verification databases.
4. Provide technical guidance to specific IOM country teams in the preparation and implementation of the Program's internal monitoring and evaluation tools, including pre- and post-tests of capacity-building processes.
5. Provide assistance during the preparation and implementation of the Program's programmatic planning processes, including the implementation of the Annual Planning Meeting at the beginning of each Program phase.
6. Support the periodic review and improvement of the Program's internal monitoring and evaluation tools and their implementation.
7. Support the systematization of information provided by IOM missions in their monthly reports, as well as other necessary information, to assist the development of donor reports and other situation reports.
8. Support the identification of upcoming key activities and milestones as part of the WHP's communication with the donor and other interested parties. Support the visualization of such achievements through the WHP newsletters, its homepage and other communication channels.
9. Contribute to the Program's internal knowledge management and learning processes.
10. Provide support for additional tasks assigned by the Regional Deputy Program Coordinator and Regional Monitoring and Evaluation Officer, in accordance with his/her technical profile.

#### **IV. REQUIRED QUALIFICATIONS AND EXPERIENCE**

##### **EDUCATION**

- Bachelor's Degree in social sciences or related careers, such as political sciences, international relations, with three years of relevant job experience.

##### **EXPERIENCE**

- Two years of professional experience in Monitoring and Evaluation, as well as results-based project management.
- Experience in the design and use of quantitative and qualitative data collection methods.

The following experiences are considered an advantage:

- Experience with projects that address migration, the Migration Governance Indicators, the Migration Governance Framework or related issues.
- Experience with international organizations or agencies, governmental or non-governmental organizations.
- Work experience in an international, multicultural setting, both in Spanish and in English.
- Professional experience in regional projects or programs.

## SKILLS

Capacity to develop results-based progress reports and papers in a precise, concise manner. Capacity to work and maintain effective communication in an international, multicultural setting, both in Spanish and English.

## V. LANGUAGES

Required (specify the required knowledge)	Desirable
Fluency in English and Spanish (oral and written) is indispensable.	French

## VI. COMPETENCIES<sup>1</sup>

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

**Values** - all IOM staff members must abide by and demonstrate these three 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 3*

- 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.

<sup>1</sup> Competencies and respective levels should be drawn from the Competency Framework of the Organization.

**SIGNATURES:**1<sup>ST</sup> LEVEL SUPERVISOR

DATE

2<sup>ND</sup> LEVEL SUPERVISOR

DATE