

**Open to Internal and External Candidates**

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| Position Title | : | **Senior Assistant (M&E)** |
| Duty Station | : | **Kyiv, Ukraine** |
| Classification | : | [**General Service Staff, Grade G6**](https://www.un.org/Depts/OHRM/salaries_allowances/salaries/ukraine.htm) |
| Type of Appointment | : | **Fixed-term, one year with possibility of extension** |
| Estimated Start Date | : | **As soon as possible** |
| Closing Date | : | **14 April 2023** |

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.

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) in Ukraine and the direct supervision of the National Officer (Migration and Sustainable Development), the successful candidate will contribute to implementation of IOM Ukraine economic recovery activities targeting Micro-, Small-, and Medium-Enterprises (MSMEs), and in particular will be responsible for supporting Monitoring and Evaluation (M&E) activities of MSD Unit.

***Core Functions / Responsibilities:***

1. Assist in collecting, maintaining and analyzing various data for M&E activities of MSD Unit with a particular focus on enterprise development data.
2. File and compile reports that will be produced for the MSD projects and keep track of reporting schedules in line with the donor reporting requirements.
3. Assist in the design, comment and/or implementation of special assessments, surveys, and operational research.
4. Participate in specific monitoring exercises as assigned. Compile and collect lessons learnt and success stories for analysis and publishing.
5. Conduct preliminary analysis of findings of monitoring and evaluation exercises. Draft specific inputs as assigned for the development of the MSD guidance on feedback mechanisms and accountability.
6. Keep track of the status of indicators that were set for the project/programme/strategy. Flag and bring to the attention of the National Officer (Migration and Sustainable Development), delays or challenges regarding compliance issues with the donor requirements.
7. Prepare inputs for project development according to specific needs and situation analysis in accordance with IOM project development standards in close coordination with the PLPD Unit and the National Officer (Migration and Sustainable Development).
8. Keep abreast of internal framework for Monitoring, Evaluation, Accountability and Learning (MEAL) and Results Based Management (RBM) developments to ensure compliance with processes and strategies such as the Institutional Questionnaire (IQ), IOM global M&E strategy, Strategic Results Framework (following IOM Global Vision), regional M&E planning tools and PRIMA-for-all standards.
9. Perform such other duties as may be assigned.

***Required Qualifications and Experience***

**Education**

* Bachelor’s degree or equivalent in International Relations, Political or Social Sciences, Business or Public Administration, International Relations, Law or a related field from an accredited academic institution with four years of relevant professional experience;

OR

* High School diploma/certificate with in the above fields with six years of relevant professional experience.

**Experience**

* Previous experience in M&E field;
* Previous experience of work in international organization,
* Experience with data collection and analysis.
* Strong reporting, writing and research skills, preferably related to M&E;
* Excellent communication and analytical skills;
* Demonstrated knowledge of development of data collection tools, their administration and evaluation techniques and practices;
* Strong interpersonal and teamwork skills;
* Proven ability to establish and maintain effective working relationships with people of diverse cultural and national backgrounds.

**Languages**

Fluency in English, Ukrainian is required.

The incumbent is expected to demonstrate the following values and 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

* 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.

***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 and security clearances.

A prerequisite for taking up the position is legal residency in the country of the duty station and work permit, as applicable.

***How to apply:***

Interested candidates are invited to submit their applications on [**IOM Personal History Form**](https://ukraine.iom.int/sites/g/files/tmzbdl1861/files/documents/personal_history_form_2016.xls) to [iomukrainerecruitment@iom.int](mailto:iomukrainerecruitment@iom.int) by **14 April 2023** the latest, referring to this advertisement in the subject line of your message.

Only shortlisted candidates will be contacted.

***Posting period:***

From 31.03.2023 to 14.04.2023