



## OPEN TO INTERNAL & NON-REPRESENTED MEMBER STATES CANDIDATES

Position Title : **Project Officer (Monitoring and Evaluation)**

Duty Station : **Ampara, Sri Lanka**

Classification : **Official, Grade Equiv. P2**

Type of Appointment : **Special, six months with possibility of extension**

Estimated Start Date : **March 15, 2010**

Closing Date : **March 05, 2010**

Reference Code : **SVN 2010/07 (O) - INT**

*IOM has a proactive recruitment policy to increase the representation of nationals of non-represented member states. Qualified applicants from the following countries will be favorably considered:*

*Angola, Armenia, Bahamas, Belize, Benin, Cambodia, Cape Verde, Cyprus, Czech Republic, Dominican Republic, Estonia, Gabon, Gambia, Guatemala, Guinea, Jamaica, Kyrgyzstan, Libya, Luxembourg, Madagascar, Malta, Mauritania, Mongolia, Namibia, Niger, Nigeria, Paraguay, Rwanda, Slovenia Somalia, Tanzania, Togo, Trinidad and Tobago, Tunisia, Yemen, Zambia*

### **General Functions:**

Under the overall guidance of the Senior Programme Manager (Emergency, Early Recovery and Migration Management) and direct supervision of the Project Manager / Head of Sub-Office (Community Livelihoods Support Programme), the successful candidate will oversee the implementation and development of the Monitoring and Evaluation (M&E) activities and ensure the production of reports, data and analysis based on the M&E activities.

In particular he/ she will:

1. Prepare donor reports, drawing on M&E activities' outputs where possible, describing the activities and results of the programme in close coordination with the Project Manager/Head of Sub-Office and other Unit heads/team leaders.
2. Gather, prepare and edit data and materials for complementary reporting materials such as project profiles, briefing papers and other stakeholder-focused materials.
3. Direct and oversee M&E activities in order to generate data and material for programme activities' evaluation and reporting, including developing new M&E tools where appropriate, in close coordination with the Project Manager/Head of Sub-Office.
4. Ensure logical and efficient planning, deployment and monitoring of M&E team staff to achieve data gathering objectives.
5. Identify, train & supervise M&E staff that the programme might need to perform these tasks.

6. Regularly coordinate and collaborate with Programme Unit head, Technical Unit head, and Resource Management staff in order to effectively track delivery challenges and highlight project successes for production of reporting and other materials.
7. Ensure coordination between M&E and Programme teams' staff to ensure project data, reports and external materials are up to date and accurate.
8. Perform such other duties as may be assigned.

### ***Desirable Qualifications:***

#### Education and Experience

- a) University degree in Development, Political or Social Sciences, International Relations and/or related fields;
- b) three years experience in community/development service provision or programming, M&E design or implementation, or a combination of both;
- c) professional experience working with and reporting on a cross-section of vulnerable groups;
- d) substantive academic and professional experience producing analytical, data-based documents;
- e) in-depth understanding of issues facing vulnerable groups and how to report and represent these appropriately.

#### Competencies

- a) Excellent communication and negotiation skills, ability to prepare clear and concise reports;
- b) demonstrated understanding of issues affecting disaster-affected rural communities;
- c) proven ability to formulate, act, analyse and report on beneficiary group demographics;
- d) effective resource management skills;
- e) ability to supervise and direct staff;
- f) strategic and creative thinking;
- g) strong analytical and planning skills;
- h) demonstrated gender awareness and gender sensitivity;
- i) personal commitment, drive for results, efficiency, flexibility and respect for diversity;
- j) ability to work effectively and harmoniously with colleagues from varied cultures and professional background;
- k) excellent knowledge of MS office software applications.

#### Languages

Thorough knowledge of English.

### ***How to apply:***

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by March 05, 2010 at the latest, referring to this advertisement.

For further information, please refer to: <http://www.iom.int/jahia/Jahia/pid/165>

In order for an application to be considered valid, IOM only accepts online profiles duly filled in and submitted with a cover letter not more than one page specifying the motivation for applications.

Only shortlisted candidates will be contacted. You can track the progress of your application in your personal application page in the IOM e-recruitment system.

### ***Posting period:***

From 19.02.2010 to 05.03.2010

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