



IOM International Organization for Migration  
المنظمة الدولية للهجرة

Position Title: **Monitoring & Reporting Assistant**  
Organizational Unit: **Community Stabilization & Revitalization**  
Duty Station: **Erbil, (frequent travel to Dahuk, Sulaimaniyah, Kirkuk)**  
Type of Contract: **Sub-Contracting (Stars & Orbit)**  
Grade: **Equivalent to G6**  
Duration of Appointment: **Six (6) months with possibility of extension**  
Closing Date: **17<sup>th</sup> September 2017**  
Reference Code: **SVN2017/IRQ/056**

### **Context:**

Under general guidance of the Chief of Mission (CoM) and Programme Manager, overall supervision of the Project Officer and coordination of the Monitoring and Evaluation Officer the incumbent will conduct the following monitoring responsibilities:

### **Core Functions/Responsibilities:**

1. Assist in preparation and revision of the field monitoring plans and monitoring tools in line with the specific Monitoring and Evaluation (M&E) requirements as per the project documents, donors and clusters requirements;
2. Carry out monitoring visits and assessments to project implementation sites, to collect data on progress in achieving targets outlined in project documents and cluster requirements;
3. Collect qualitative and quantitative feedback and data regarding humanitarian and beneficiary needs through close coordination with local stakeholders;
4. Conduct Post Assistance Monitoring interviews with households, community and project beneficiaries, and other relevant local stakeholders;
5. Compile qualitative and quantitative reports on beneficiary feedback, evolving realities on the ground, trends and dynamics;
6. Provide feedback and recommend improvements to the planning and delivery of field activities;
7. Coordinate with field staff to facilitate access to local actors, and project staff for access to beneficiaries and information on project activities;
8. Ensure that all information and data is collected in a timely manner and consistent with the monitoring and reporting requirements;
9. Ensure quality and accuracy of information collected and timely entry into databases;
10. Provide inputs in the development of the Mission's overall monitoring framework, lessons learned and best practices material;
11. Ensure appropriate reporting and management of sensitive data, based on "Do No Harm" principles and Protection SoPs;
12. Participate in monitoring training and capacity building opportunities as coordinated by the M&E Officer;
13. Support external Monitoring and Evaluation Teams (METs) in their monitoring and evaluation visits to project activities;
14. Perform any other duties assigned.

## **Required Qualifications and Experience**

- University degree in Statistics, Information management, Public Administration or related field from an accredited academic institution, with 4 years of experience within the same or related field.
- Advanced computer skills in Excel, Word processing, Database management, SPSS or other statistical packages
- Experience in statistical analysis
- Experience in carrying out interviews, focus group discussions, data collection and assessments.
- Experience working with encoding qualitative and quantitative data into simple databases
- Delivers on set objectives in hardship situations;
- Effectively coordinates actions with other implementing partners;
- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives.
- Excellent communication and interpersonal skills.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
- Ability to meet deadlines and work under pressure.
- Good level of computer literacy.
- Personal commitment, efficiency, flexibility, drive for results

### **Language:**

- Fluency in Kurdish, English and Arabic

### **How to apply:**

Interested candidates are invited to submit their applications via a link:  
<http://iomiraq.net/vacancies/monitoring-reporting-assistant>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

### **Posting period:**

From 10.09.2017 to 17.09.2017