



International Organization for Migration (IOM)
The UN Migration Agency

SVN-2024-066GT
Open to Internal and External Candidates

Position Title : **National M&E Officer**
Duty Station : **GUATEMALA CITY, GUATEMALA**
Classification : **NO-A (1 position)**
Type of Appointment : **Special Short Term, 6 months with the possibility of an extension**
Estimated Start Date : **As soon as possible**
Closing Date : **April 5, 2024**
Reference code : **SVN-2024-066GT**

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. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, the following candidates are considered as first-tier candidates:

1. Internal candidates
2. Qualified applicants from the following NMS countries:

Algeria, Angola, Antigua and Barbuda, Bahamas, Belize, Benin, Burundi, Cambodia, Cape Verde, Cameroon, Central African Republic, Czech Republic, Comoros, Djibouti, El Salvador, Gabon, Gambia, Guyana, Holy See, Iceland, Israel, Lesotho, Libya, Luxembourg, Madagascar, Maldives, Malta, Marshall Islands, Montenegro, Micronesia, Mongolia, Namibia, Nauru, Papua New Guinea, Paraguay, Republic of Congo, Saint Vincent and the Grenadines, Samoa, Seychelles, Somalia, Suriname, Swaziland, Tanzania, Timor Leste, Togo, Trinidad and Tobago, Vanuatu, Venezuela, Vietnam, Yemen

3. External female candidates.

Organizational Context and Scope

The “Addressing Root Causes of Irregular Migration” (RCP) project, implemented by IOM with the funding from USAID directly supports the objectives of the Government of Guatemala and the United States of America to promote synergies between labour migration and development, and to promote regular migration pathways as an alternative to irregular migration. Moreover, this project aims to facilitate the development of policies and projects

that are in the interest of migrants and host communities, providing effective protection and assistance to labor migrants and their families.

Under the overall supervision of the Deputy Chief of Party and the direct supervision of the knowledge and information management officer, and the National M&E officer will be responsible for coordinating the Monitoring & Evaluation requirements of the RCP project, in close coordination with the different programmatic units.

Core Functions / Responsibilities:

- Participate in the design and implementation of the monitoring and evaluation strategy of projects executed by the Program, including the definition of methodologies, tools and indicators, in accordance with the policies and guidelines of IOM and partners and donors.
- Develop monitoring and evaluation tools and systems, taking into account the IOM principles regarding Conflict Sensitivity and Accountability to Affected Populations, and provide technical advice and training to Program partners and staff for their effective application.
- Analyze, draft specific items, compile and/or review monitoring reports, highlight the causes of possible bottlenecks in project implementation and suggest corrective actions;
- Flag and bring to the attention of the project manager or supervisor delays or challenges regarding compliance issues with donor, M&E, reporting or other requirements
- Manage and implement project evaluation activities in line with the Organization's Evaluation Policy, and in coordination with different IOM units.
- Manage and analyze the quantitative and qualitative information generated during the implementation of the projects, necessary for the preparation of internal and external reports of the Program.
- Coordinate with the project's Labor Work unit for the final consolidation of the projects' technical reports, ensuring the quality, coherence and relevance of the information, and generating the respective alerts for compliance with the agreements with partners and donors. .
- Facilitate spaces for dialogue between the different partners of the project, and in particular the Ministry of Labor, to achieve a fluid exchange of perspectives, lessons learned and good practices, as well as to promote the adaptation of the Program to respond to the learning acquired.
- Generate executive reports, presentations and inputs for the preparation of infographics, in coordination and support of Communications, that summarize the progress, strategic lines and other relevant information of the Program and its projects, and in particular progress in relation to the avenues of labor work and regular migration routes
- Support Program Managers in the implementation of knowledge management actions that include products such as baselines, evaluations, systematizations, studies, among others, developed within the framework of the projects.
- Generate inputs for the visibility and dissemination of the results of the Program in conjunction with Communications and other IOM units.
- Any other functions assigned to you.

Required Qualifications and Experience

Education

- Master's degree in Humanities, political science or social sciences, international relations, administration, economics or law or,
- University degree in the above fields with two years of relevant professional experience.

Experience

- Minimum 2 years of general experience in planning, review and preparation of documents and reports and specific experience in knowledge in management, monitoring and evaluation of social and/or cooperation projects.
- Experience in the sector of regular migration routes and labour migration is an advantage.

Skills

- Knowledge and manage methodologies for planning, monitoring, evaluation and learning of social projects.
- Knowledge of information management.
- Knowledge of M&E concepts and implementation.
- Management of computer tools for qualitative and quantitative analysis (e.g. Adobe, Stata, ArcGIS, among others).

Languages

Required

Fluency in Spanish and English (oral and written) is required.

Desirable

Working knowledge in local Mayan language is an advantage

Required Competencies

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: maintain 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected, and fairly treated.

Core Competencies – behavioural indicators level 2

- 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.

Managerial Competencies – behavioural indicators level 2

- Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.
- Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.
- Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.
- Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- Humility: Leads with humility and shows openness to acknowledging own shortcomings.

How to apply:

To formally apply as a mandatory application method (Internal and External Candidates), send to the following email address: recruitment-gt@iom.int, and attach the following documents.

1. Curriculum Vitae
2. A letter of interest
3. **For internal candidates, submit your application from your institutional email; it is important to attach the Internal Application Form.**

Email title must include:

1. Position Reference Code: **SVN-2024-066GT**

The attachment must not be larger than 2MB.

Only shortlisted candidates will be contacted. Deadline to apply for this vacancy is April 05,2024.

To consider the candidacy valid, OIM only accepts documentation that meets the required and complete profile. Those applications received at a later date or that do not specify the name of the position will not be considered.

If you want to know more information about salary scale, visit the site: [UN - Salary Scale](#)

Posting period: From 22.03.2024 to 05.04.2024