



Vacancy Notice

Open for external and internal candidates

Reference Number : **PLSVN24-036**
Position Title : **Monitoring, Evaluation, Accountability, Learning (MEAL)
Assistant**
Duty Station : **Warsaw**
Classification : **General Service Staff, Grade 5**
Type of Appointment : **Special Short Term Graded**
Estimated start date : **As soon as possible**
Closing Date : **15 August 2024**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of migrants.

IOM has been active in Poland since 2002 under an agreement with the Polish government and conducts various migration programs, including activities supporting the integration of male and female migrants into Polish society. IOM in Poland implements projects aimed at the private sector to promote ethical recruitment, respect for the rights of migrants and migrant women as well as the elimination of forced labour from value chains and the prevention of human trafficking.

Context:

Under the overall supervision of the Chief of Mission (CoM) and the direct supervision of the Programme Coordinator (PSU) the incumbent will be responsible to support MEAL activities in coordination with the MEAL Coordinator and AAP Consultant.

Core Functions / Responsibilities:

1. Assist in preparing tools in line with project MEAL plans for monitoring activities, including surveys, questionnaires, focus group discussion questions, and more.
2. Support implementation of monitoring activities, including assisting with technical support and capacity building for mission enumerators, third party monitors, implementing partners, and/or programme teams.
3. Where relevant, conduct regular field monitoring to locations of IOM/IP programming according to project objectives, outcomes, and outputs for all sectors.
4. Liaise with sector focal points on a regular basis to keep track of project implementation.
5. Support with development of tools, technical support, and monitoring of third-party monitors/evaluators
6. Support in data cleaning, analysis and drafting of M&E reports.
7. Circulate M&E reports, analysis, findings to relevant project manager.
8. Support Complaints and Feedback Mechanism (CFM) process, including the systematic verification of functionality, collecting and recording feedback and complaints and contributing to regular and ad-hoc reports.

9. Liaise closely with program teams to conduct awareness raising activities on mission Community Feedback Mechanisms among target communities and ensure proper CFM visibility throughout implementation.
10. Liaise with program teams to address complaints and feedback in a timely manner.
11. Follow-up on M&E findings, recommendations, issues from field monitoring reports and CFM to help operations take appropriate actions to resolve the issues or recommendations.
12. Assist in the collection and documentation of best practices, to support action learning and improved Accountability to Affected Populations.
13. Perform any other duties as may be assigned.

Required Qualifications and Experience

Education

- High school degree/certificate with five years of relevant work experience; or
- University degree from an accredited academic institution in Social Science/Public Relation/Economics/Development Studies/ International Relations or other relevant disciplines with three years experience. Master's Degree an advantage.

Experience and Skills

- Strong coordination, negotiation, mobilizing and facilitation skills.
- Experience in liaising with partner organizations, national and international institutions an advantage.
- Must be proficient with MS Office.
- Demonstrated knowledge in monitoring, evaluations, accountability, and learning processes.
- Good knowledge of and experience with humanitarian guidelines and principles.
- Experience in collecting data through both qualitative and quantitative approaches.
- Good working knowledge of statistical packages (Excel, etc.) is required.
- Good knowledge of data protection.
- Expert data handling skills (classification, categorizing, tabulation etc.) and demonstrates diligence in data management.
- Good knowledge of information presentation techniques (graphing, charting, tabling etc.) and interpreting them.
- Information dissemination skills is required.
- Ability to work effectively under pressure.
- Organization, planning, and time management skills.
- Stays open to internal and external feedback.
- Ability to understand, explain and contextualize accountability tools.
- High level communications skills.
- The position requires availability and willingness to work outside regular office hours occasionally.

Languages

Fluency in **English** and **Polish** (oral and written) is required. Fluency in **Ukrainian** or **Russian** is an advantage.

Required Competencies

IOM's competency framework can be found at this [link](#).

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

Values - all IOM staff members must abide by and demonstrate these 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.
- **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 1*

- **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:

IOM is committed to a diverse and inclusive environment.

This post is subject to local recruitment. Only those holding a valid residence and work permit for Poland will be eligible for consideration.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM. Candidates may also be requested to provide documentary evidence of academic degree(s), professional licenses, and proof of no criminal records as relevant to the requirements of the position advertised.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable.

Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.

How to apply:

Interested candidates are invited to send completed **Personal History Form** and **CV in English** to iompolandapplications@iom.int email specifying the Vacancy Reference Number **PLSVN24-036** and **full name** in the subject line (e.g., "PLSVN24-036 – Jane SMITH").

Please click this link to access [Personal History Form](#)

Due to the volume of applications received, IOM Poland will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

Posting period:

From 25 July 2024 until 15 August 2024