



IOM International Organization for Migration
سازمان بین المللی مهاجرت
د مهاجرت نړیوال سازمان

VACANCY NOTICE

OPEN TO INTERNAL & EXTERNAL CANDIDATES

Title: Senior Project Assistant (Monitoring & Evaluation and Reporting Assistant)
Location: Kabul with extensive travel and stay in the provinces
Duration: 6 Months
Vacancy No VN-KBL-016/17
Grade: G7/1
No. Position: 1
Gender: 1 (Male or Female) (Female candidates are highly encouraged to apply)
Contract Type: Out-Sourced through private sector
Date: 20 April 2017
Closing Date 03 May 2017

Background:

Afghanistan is one of the multi hazard prone countries of South Asia, with earthquakes, floods, droughts, landslides, sandstorms, and avalanches as the common natural disasters. Heavy rain and snow cause major problems across the region almost every year. Extreme winter conditions and avalanches are also a recurrent feature in the mountainous areas of Afghanistan that make up approximately 63 per cent of the country. Poor housing provides little protection to the households in rural parts of the country. Lack of capacity and resources within government institutions further adds to the vulnerabilities of families affected or displaced by natural disasters.

In 2015, IOM Afghanistan in line with its "Disaster Risk Management and Disaster Risk Reduction Framework 2015-2017" will implement a 36 month DRR project with the overall aim of strengthening Government of Islamic Republic of Afghanistan's (GIROA's) Disaster Risk Management capacities at the national, provincial and community level.

Disaster Risk Management (DRM) components will focus on selected disaster-prone communities across ten provinces in the Western, Northern, Northeast, South, Central Highland, Central regions: Herat, Faryab, Balkh, Jawzjan, Sari Pul, Baghlan, Takhar, Bamyan, Helmand and Kabul.

The project comprises of three major components set forward to achieve the objectives of strengthening preparedness and resilience at national, provincial and community level

1. National Disaster Management Information System (NDMIS)
2. Community-Based Disaster Risk Management (CBDRM)
3. Disaster Risk Management Infrastructure (retention/gabion walls)

In addition, IOM through its Humanitarian Assistance Program (HAP) is implementing emergency response project through which natural disaster affected and displaced population is assessed and the needs for relief items are addressed by provision of NFIs and emergency shelter.

IOM Kabul

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Duties and Responsibilities:

Under the direct supervision of the National Officer and general supervision of the Program Manager, the Senior M&E Assistant shall perform the following duties:

- In coordination with IOM Mission M&E focal point and program staff; support and facilitate the design of project level Monitoring and Evaluation data collection tools and Monitoring and Evaluation plans for DRR and emergency response project component including National Disaster Management Information System (NDMIS), Community Based Disaster Risk Management (CBDRM), Disaster Risk Management (DRM) Infrastructure, emergency response including post distribution evaluation;
- Conduct regular field monitoring visits to project sites and communities to monitor the implementation of the DRR project activities and M&E Field assistants;
- Conducts regular field monitoring to project sites and communities for post distribution evaluation and IDP tracking and develop necessary tools to ensure proper data collection and analysis.
- Monitor, evaluate and do analysis ANDMA capacity building activities carried out by IOM;
- Support the Project team in the interim project reporting, ensuring that the reporting meets donor expectations and requirements; and compare the M&E data with narrative report frequently.
- Facilitate cross-learning during Monitoring and Evaluation events, peer evaluations, compare standard with achievements and sharing of technical resources (documents, etc.);
- Maintain a calendar for project evaluation and DME related events;
- Conduct periodic monitoring of project activities , outputs and outcomes including data collection on a timely basis and in accordance with Monitoring and Evaluation plans as well as track the actual data per mentioned target for indicator tracking sheet
- Facilitate training of Staff, Partners & Stakeholders on Monitoring and Evaluation;
- Facilitate and support the documentation of project processes and achievements including documentation for public dissemination e.g. draft reports, case studies, success stories, articles for use in the dissemination of best practices and by cooperation of the program staff to develop a good data filing system for donor data quality assessment
- Assist the programme in drafting M&E, interim and final reports of the project and ensure that all processes and project outcome/results are documented;
- Assume other activities as directed by the line manager.

COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioural competencies

Behavioural

Creates a respectful office environment free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA)

Accountability

- Creates a respectful office environment free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA)
- Accepts and gives constructive criticism

- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

Client Orientation

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments and setbacks

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Actively identifies opportunities for and promotes organisational change
- Presents goals as shared interests
- Articulates vision to motivate colleagues and follows through with commitments

Performance Management

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others

- Identifies priority activities and assignments for self and others
- Develops strategic vision for IOM within area of responsibility
- Organises and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technological Awareness

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

Resource Management

- Establishes realistic resource requirements to meet IOM needs
- Builds stable strategic alliances with relevant parties
- Identifies sources of and secures funding from external stakeholders to meet the needs of IOM

Technical

- Delivers on set objectives in hardship situations ensuring the activities and deliverables are in line with the project work plan;

Effectively coordinates DRR activities with stakeholders including community, district and provincial authorities;

Education and Experience

- A BSc Degree from a recognized university;
- Four years of professional experience in project monitoring and evaluation and reporting with INGO or UN agencies;
- Understanding on gender and diversity;
- Written and verbal communication in English Language
- Data analysis software and tools;
- Experience with specialised international agencies (UN Agencies, International Organisations, and International specialized NGOs) is an advantage;
- Good knowledge of UN, IOM, International Organisations, government and NGO mandates and programmes in the area of community based DRR;
- Experience in the usage of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis an added advantage.

VI. LANGUAGES	
Required	
<ul style="list-style-type: none">• Dari – Fluent• Pashto – Fluent• English – Fluent• Other local language	<ul style="list-style-type: none">• Good Computer skill
Advantageous	

Method of Application:

Interested applicants are invited to send curriculum vitae by the following e-mail address: career.ctg@gmail.com, applications4@iom.int and BSHARIFI@iom.int by **03 May 2017** latest, referring to this advertisement quoting the above vacancy notice number. Candidates holding IOM contract should submit the internal application form. Sending curriculum vitae to all three e-mail addresses are mandatory, applicants who failed to do so will not be considered.

Note: We do not accept hard copies.