



## Join the IOM Hungary Roster and be a Part of a Talented Pool!

Incepted in 1951, the International Organization for Migration (IOM) stands as the principal inter-governmental organization in the migration sector, fostering collaborations with a diverse range of governmental, intergovernmental, and non-governmental partners. Rooted in the commitment to facilitate orderly and humane migration for the greater good of all, IOM continuously extends services and guidance to both governments and migrants globally.

Honoring the established principles of the United Nations and the global frameworks of IOM, we at IOM Hungary are thrilled to invite aspiring individuals to be a part of our dynamic roster system - a gateway to opportunities and a testament to our dedication towards cultivating a rich pool of adept professionals ready to contribute to the multifaceted projects and operations championed by our office.

### Why Join the IOM Hungary National Roster?

- **Professional Growth:** Elevate your career prospects as you align yourself with an organization globally acknowledged for its initiatives in the migration sector.
- **Diverse Opportunities:** Be on the radar for a myriad of roles spanning across domains such as humanitarian assistance, legal, and administrative support.
- **Data Security:** Rest assured, your application will be handled adhering to the stringent data protection norms laid down by IOM, safeguarding your personal details throughout a period of 3 years from the date of application submission.

**Kindly Note:** Being a part of the roster doesn't guarantee employment; it, however, significantly amplifies your chances to be considered for roles that resonate with your skill set and expertise, as and when opportunities arise in accordance with IOM Hungary's operational requisites and budgetary allocations for positions.

If your profile aligns with the requirements of any upcoming position, anticipate an invitation to apply directly through the respective vacancy notice, bringing you a step closer to being a part of initiatives aimed at facilitating migration that benefits all.

## Open to Internal and External Candidates

### Call for Expression of Interest

Ref. Nr.: HU-CEI-2023/04

Position Title : **Programme Support Specialist (Information Management and Monitoring Evaluation)**

Duty Station : **Budapest, Hungary**

Classification : **UG**

### Context:

Under the overall supervision of Head of Office and the direct supervision of the Programme Support Coordinator, the incumbent will assist in the implementation of information management, monitoring and evaluation aspects of IOM programmes and projects under the purview of IOM Hungary, in particular, in line with the expectations of IOM and partners information management, monitoring and evaluation requirements.

### Core Functions / Responsibilities:

- Assist the Programme Support Coordinator in the development and implementation of an overall framework for project/programme information management and monitoring and evaluation.
- Assist IOM staff and implementing partners in both quantitative and qualitative monitoring aspects, including the provision of technical advice for ongoing evaluation of programme/project activities, effects, and impacts, and complying with project specific reporting requirements.
- Assist in drafting and reviewing regular project/programme monitoring reports for internal as well as external stakeholders.
- Support standardized and principled sharing of data pertaining to indicators of programmes/projects performance and achievements.
- Assist in the process of identifying key performance questions, indicators and parameters for monitoring programmes/projects performance and achievements.
- Provide technical support to Project Managers, staff and partners to use data effectively for decision-making. Identify and suggest opportunities for training on M&E.
- Work closely with IOM Hungary Units and ensure fluid sharing of information among teams as well as the relevant units in the Country Office;
- Organize trainings and participate in providing procedural and technical guidance/support and respond to M&E activities/documentation queries from staff.
- Assist Units in ensuring output and outcome achievements are reflected and updated in a timely manner based on a Results Based Management (RBM) Framework approach.
- Maintain accurate and pertinent records of all information management, correspondence, monitoring and evaluation products and tools as well as reporting files, and administration information.
- Perform such other duties as may be assigned.

## **Required Qualifications and Experience:**

### **Education**

- University degree in Social Sciences, Economics, International Relations or a related field from an accredited academic institution with four years of relevant professional experience; or,
- Secondary degree with six years of relevant professional experience.

### **Experience**

- Experience with international humanitarian organizations, non-governmental or governmental institutions/organizations in a multi-cultural setting.
- Proven experience in the development and implementation of monitoring and evaluation tools and methodologies.
- Proven experience with M&E methods and approaches, planning and implementation of M&E systems, information/data analysis.
- Proven experience in report writing.
- Strong ability to understand, develop and implement administrative and financial control procedures.

### **Skills**

- Demonstrated ability to work well under pressure and to keep deadlines.
- Proficient in a Microsoft Office environment, including extensive use of Microsoft.
- Comfort with learning new software.

### **Languages**

- Fluency (oral and written) in English and Hungarian;
- Any other IOM official language would be considered as advantageous.

## **Required Competencies**

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

### **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.

### **Core Competencies** – behavioural indicators *level II*

- **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 II*

- **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 potential.
- **Empowering others & building trust** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- **Strategic thinking and vision:** work strategically to realize the Organization's goals and communicates a clear strategic direction.

### **Other**

This CEI is subject to local recruitment. Only persons holding a valid residence and work permit for Hungary will be eligible for consideration.

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

All applications consisting of the CV and a motivation letter in English should be addressed to [iombudapestrecruitment@iom.int](mailto:iombudapestrecruitment@iom.int) quoting the above ref. number.

Should you wish to provide any feedback, or would like to share your concerns, please write to us on the previously mentioned e-mail address.

**Posting period:** from 05.10.2023 to open-ended