



IOM International Organization for Migration

Special Vacancy Notice 2022-21

Open to Internal and External Candidates

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

Duty Station : **IOM Budapest**

Classification : **General Service Staff, G6 equivalent**

Type of Appointment : **Six-months, with a possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **Open-ended**

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. 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. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the direct supervision of the Head of Office and in close co-ordination with Resources Management Officer and Programme Managers, the successful candidate 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:

1. Assist the Head of Office in the development and implementation of an overall framework for project/programme information management and monitoring and evaluation.
2. 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.

3. Assist in drafting and reviewing regular project/programme monitoring reports for internal as well as external stakeholders.
4. Support standardized and principled sharing of data pertaining to indicators of programmes/projects performance and achievements.
5. Assist in the process of identifying key performance questions, indicators and parameters for monitoring programmes/projects performance and achievements.
6. 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.
7. Work closely with IOM Hungary Units and ensure fluid sharing of information among teams as well as the relevant units in the Country Office;
8. Organize trainings and participate in providing procedural and technical guidance/support and respond to M&E activities/documentation queries from staff.
9. 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.
10. Maintain accurate and pertinent records of all information management, correspondence, monitoring and evaluation products and tools as well as reporting files, and administration information.
11. 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
- Master's degree in the above fields with two 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

- Ability to use Access databases and Microsoft Excel, Access, Outlook and Word

Language skills

- Fluency (oral and written) in English is required.
- Fluency (oral and written) in Hungarian is desirable.
- 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: 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.

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 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

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

The appointment will be subject to certification that the candidate is medically fit and verification of residency, visa and authorizations by the concerned Government, where applicable. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

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

How to apply:

Interested candidates are invited to submit their applications – CV and Cover Letter in English to iombudapesthr@iom.int quoting vacancy notice number 2022-21.

Closing date: **Open-ended.**

Only shortlisted candidates will be contacted.

Posting period:

From 26.04.2022 to open-ended

“IOM offers a competitive salary with an excellent health insurance plan, participation in the United Nations Pension Fund, eligible child allowances and 2.5 days paid vacation for every full month of service”