



## SVN NO10/2024/007

Position Title : **Monitoring & Evaluation (M&E) Assistant**  
Duty Station : **Oslo, Norway**  
Classification : **General Service Staff, Grade 5**  
Type of Appointment : **Special Short Term Graded (SST Graded), until 31 December 2024, with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **24 April 2024**

*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. 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:**

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 nongovernmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all.

Assisted Voluntary Return and Reintegration (AVRR) is one of the key IOM expertise areas with more than 40 years of experience worldwide. IOM Norway collaborates with the Norway Government in providing assistance to beneficiaries to voluntarily return to their countries of origin in a safe and dignified manner. IOM assistance includes counselling, support with travel documents, departure, transit and arrival assistance as well as reintegration.

Under the overall supervision of IOM Norway's Programme Coordinator and direct supervision of the Senior Programme Associate (AVRR), the successful candidate will be based in Oslo, Norway and will have the following duties and responsibilities:

### **Core Functions / Responsibilities:**

1. Support Project Compliance, Monitoring & Evaluation (M&E) and reporting activities for the Assisted Voluntary Return and Reintegration (AVRR) Unit, including for the Voluntary Assisted Return Programme (VARP).
2. Provide overall monitoring support to IOM Norway in the day-to-day implementation of case management, direct assistance and activities under outreach.
3. Assist the Programme Coordinator in updating and adapting M&E tools in line with AVRR tools including MiMOSA

4. Support the Senior Programme Associate to design and update informational materials to be used for outreach activities, and make recommendations for how to revise and improve these materials based on M&E data.
5. Organize outreach activities including in-person Reception Center (RC) visits, virtual informational meetings with RC staff, Country of Origin visits with IOM staff from other Missions.
6. Conduct monitoring and evaluation activities for all outreach activities including RC visits, CoO visits, Embassy Liaison, the annual Embassy Seminar, and engagement with other stakeholders, including testing M&E tools, administering surveys, conducting Key Informant Interviews (KIIs), facilitating Focus Group Discussions (FGDs), and assisting with logistical activities related to data collection and analysis.
7. Train other team members (case management) as needed to efficiently and effectively contribute to outreach activities through information sharing, individual counselling, and supporting M&E activities.
8. Undertake duty travel as needed to participate in outreach and related activities.
9. Support in ensuring the documentation and filing of all beneficiary case files in a database for reference and monitoring.
10. Provide general support to the assessment of qualitative and quantitative impact of outreach activities and stakeholders engagement.
11. Support the preparation of M&E reports, carefully considering disaggregated gender, age and other relevant impact criteria.
12. Perform such other related duties as may be assigned.

## ***Required Qualifications and Experience***

### ***Education***

- University degree in Social Sciences, Development Studies, International Studies, Economics, Political Science, Migration Studies, or a related field from an accredited institution and at least three years professional experience, preferably in similar roles, or;
- High School Diploma from an accredited academic institution, with at least five years of relevant professional experience.

### ***Experience and skills***

- Ability to use own initiative and work under pressure with minimum supervision;
- Previous work experience with national, regional, or international public bodies would be an advantage;
- Previous work experience abroad in the field of international migration would be an advantage;
- Expertise in descriptive and advanced statistics, analysing and visualizing statistical and survey data and report writing;
- Demonstrated proficiency with data analysis software STATA/ MaxQDA or similar softwares.
- Knowledge of survey methodology (incl. weighting and sampling design) and experience in quantitative and qualitative data collection and analysis;
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint.

### ***Languages***

Fluency in both English and Norwegian is required.  
Knowledge of another language is an advantage.

### ***Required Competencies***

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

### ***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**

- 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.

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

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

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

As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

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

Interested candidates are invited to submit their applications to [iomoslohr@iom.int](mailto:iomoslohr@iom.int) by **24<sup>th</sup> April 2024 23:59** (Oslo time), referring to this advertisement in the subject line (*SVN NO10/2024/007*) and including the following documents in English:

- a) CV
- b) Cover Letter

In order for an application to be considered valid, IOM only accepts applications duly completed.

IOM reserves the right to contact shortlisted candidates only.

### ***Posting period:***

From 11 April 2024 to 24 April 2024