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**POST DESCRIPTION**

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| I. Position Information | | |
| Position title | Intern – Monitoring and Evaluation Support | |
| Position grade | Other | |
| Duty station | Dakar, Senegal | |
| Position number |  | |
| Job family |  | |
| Organizational unit | Regional Liaison and Policy Unit | |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Regional Office | |
| Position rated on |  | |
| Reports directly to | Regional Monitoring and Evaluation and Risk Management Officer | |
| Number of Direct Reports | N/A | |
| II. Organizational Context and Scope | | |
| **Background Information**  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. The IOM Regional Office for West and Central Africa (ROWC) in Dakar, covers and supports 23 Country Missions across the Region. The key responsibility of the RO is to formulate regional strategies, processes and programmes in line with the overall priorities and policies of the Organization and to provide strategic and programmatic guidance and support to countries within its region. To this end, the Regional Project Support Unit (RPSU) was established to coordinate and facilitate the full range of RO support and institutional quality assurance related to Project Cycle Management (PCM) and Results Based Management (RBM).  **Supervision**  The successful candidate will work under the overall supervision of the Senior Regional Policy and Liaison Advisor (SRPLA) and the direct supervision of the Regional Monitoring and Evaluation and Risk Management Officer (ROMERO), and in cooperation with other colleagues in the Regional Liaison and Policy Unit (RPLU) at IOM West and Central Africa Regional Office (RO) in Dakar and field Missions*.* | | |
| III. Responsibilities and Accountabilities | | |
| 1. Support the development and implementation of the IOM Result-Based Management (RBM) and M&E activities across the RO and associated Country Offices (COs), aligned with IOM’s global and regional strategies. 2. Assist in developing and tracking the implementation of the upcoming West and Central Africa (WCA) Regional Strategy’s Results Monitoring framework. 3. Assist in preparing (and reporting on) M and E capacity building initiatives for the IOM staff of the region (at regional and country levels) 4. Support in regional reporting (regional work plans, IOM institutional questionnaire - IQ, evaluation reports, etc.). 5. Support RPSU to improve knowledge management by maintaining a repository of knowledge products from M&E processes and assist in disseminating of such information to relevant audience in collaboration with relevant units. 6. Assist with quality assurance of evaluations carried out in the region ensuring adherence to evaluation protocols, guidelines, and templates: ToRs and deliverables review, keeping updated the evaluation plan tracker, keeping record of all evaluations implemented, etc. 7. Perform such other duties as may be assigned.   **Training Components and Learning Elements**   * Develop a better understanding of IOM's new strategic plan 2024 - 2028 and the related Strategic Results Framework (SRF), including the organization's strategic objectives, expected results, and indicators. * Gain in-depth knowledge of migration and displacement portfolio across West and Central Africa. * Access opportunity to attend and assist in organizing workshops, meetings and/or webinars with internal and external counterparts and engage with staff at national and regional offices. * Strengthen writing and information presentation skills, reinforcing learning. * Utilize access to Staff Development and Learning online training courses and tools and take opportunities to develop skillsets and consolidate understanding as they arise. * Understand IOM and UN administrative systems and processes. | | |
| IV. Required Qualifications and Experience | | |
| Education | | |
| |  | | --- | |  | | * Recently graduated with Undergraduate or Master’s degree program in Development, Social or Political Sciences, Management or a related field from an accredited University. | | | |
| Experience | | |
| * Work experience in project development, monitoring, evaluation, and report writing. * Good knowledge of migration related subject. * Familiarity with data analysis and visualization programs particularly Power Bi will be considered an advantage. * Experience in/familiarity with the region is an asset. | | |
| SKILLS | | |
| * Strong interpersonal skills to actively listen, communicate in ways that foster trust and show flexibility * Strong writing and research skills * Excellent communication and analytical skills * Knowledge of UN and IOM programming * Solid organizational skills including attention to detail, research, and multitasking skills * Team spirit and the ability to work with a group of diverse people * High computer literacy * Good knowledge of monitoring and evaluation techniques including evaluative methodologies and results monitoring plans. | | |
| V. Languages | | |
| Required  *(specify the required knowledge)* | | Desirable |
| *Fluency in English and French (oral and written).* | | *Working knowledge of Portuguese is an advantage.* |
| VI. Competencies[[1]](#footnote-2) | | |
| The successful candidate is expected to demonstrate the following values and competencies:  **Values -** all IOM staff members must abide by and demonstrate these three 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 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 | | |
| **Notes[[2]](#footnote-3)** | | |
| **Eligibility and Selection**  In general, the Internship Programme aims at attracting talented students and graduates who:  a) have a specific interest in, or whose studies have covered, areas relevant to IOM  programmes and activities;  b) are holding a scholarship for internship placements in international organizations  and/or for whom internship is required to complete their studies; or  c) are sponsored by governmental/non-governmental institutions and/or academia to work in specific areas relevant to both IOM and the sponsor.  d) are either students approaching the end of their studies and preparing a thesis, or recently graduated, who have less than two years of relevant working experience.   * Only shortlisted candidates will be contacted, and additional enquiries will only be addressed if the candidate is shortlisted. * Please consider the cost of living in the duty station prior to applying. | | |
| The appointment is subject to funding confirmation.  Appointment will be subject to certification that the candidate is medically fit for appointment, any residency or visa requirements, and security clearances.  No late applications will be accepted. | | |

1. Competencies and respective levels should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-2)
2. Indicate in this box if there is any differing provision of process because the position is in a specific program or to address emergency situations. For example, if donor approval is required: “The recruitment process for this vacancy will be subject to PRM review, as part of the USRAP process”. [↑](#footnote-ref-3)