



International Organization for Migration (IOM)  
The UN Migration Agency

## Call for Applications

Position Title : **Monitoring and Reporting Officer (Sector Coordination)**

Duty Station : **Maiduguri, Nigeria**

Classification : **Professional Staff, Grade UG**

Type of Appointment : **Special short-term ungraded, six months with possibility of extension**

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

Closing Date : **14 April 2022**

*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.*

Internal and external candidates will be considered for this vacancy. For the purposes of this vacancy, internal candidates are defined as staff members holding a regular, fixed-term or short-term graded or ungraded contract, including Junior Professional Officers (JPOs), staff on Special Leave Without Pay (SLWOP), and staff members on secondment/loan released by the Organization, unless otherwise specified in their contract. Staff members holding a regular, fixed-term or short-term graded contract will not retain their contract type if appointed to an ungraded position.

### **Context:**

In North-Eastern Nigeria, the activity led by violent insurgents has, by the middle of 2016, resulted in the displacement of 2,093,030 people, and displacement will continue to be a significant factor in 2017. More than 18.6% of IDPs are living in 155 camps, collective centres, or transitional sites, mainly in schools or government buildings. The remaining 81.4% are displaced in host communities: sharing the homes of others, living in makeshift shelters constructed on available land, in unfinished buildings, or renting homes. The Shelter/ Non-Food Items (NFI) and Camp Management and Camp Coordination (CCCM) sector is a tri-partite led and requires timely and accurate information to integral the successful coordination of humanitarian action. The ability to collect, collate, analyse, disseminate, and act on key humanitarian information is fundamental to effective response. For information to support analysis for operational and strategic decision-making, shared standards and common approaches are required to facilitate delivery and monitoring of assistance within the Shelter/NFI and CCCM sector and across all other sectors, and to undertake gap analysis in determining priorities.

Under the overall supervision of the Chief of Mission and the direct supervision of the Sector coordinator (CCCM/Shelter Sector), the Monitoring and Reporting Officer (Sector Coordination) will support the Shelter/NFI and CCCM Sector Coordination team to fulfil their coordination mission. In particular, they will be responsible for contributing to the design and supervision of tracking systems, consolidating lessons learnt and best practices, disseminating evidence of Sector's achievements, and recommending corrective actions when necessary.

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

## **Monitoring & Reporting**

1. In close coordination with the Sector Coordinators, Information Officer and Technical Assistants, develop and collate situation reports and/or regular Sector's Bulletins, Flash Reports, Sector's Factsheets and dashboards for partners, donors and sectorial publications.
2. In coordination with Sector IM Officer and Technical Assistant, support Sector Coordinators to develop and implement overall tracking systems for Shelter, NFI and CCCM Sector activities (objectives, outputs, indicators, field monitoring plans and quality assurance processes).
3. Contribute technical inputs for the design and development of Shelter, NFI and CCCM Sector monitoring and reporting methodologies (Post Distribution Monitoring (PDM) quarterly and annual monitoring and reporting)), PDM monitoring tools (questionnaires of household (HH) survey, Focus Group Discussion (FGD), Key Informant Interviews (KII), market assessment) and Sector paper analysis.
4. Facilitate the integration and inclusion of Inter-Agency Standing Committee (IASC)'s cross cutting issues (e.g Gender, Protection, GBV risk mitigation, Environment) in the methodologies and developed tools, and in all key information products.
5. Draft, proof-read, assist with editing and formatting CCCM, Shelter/NFI sector output products including monthly situational humanitarian updates, project proposals, quarterly and annual narrative reports
6. Prepare training modules, organize, and conduct training for fields staff (including enumerators) and/or Sector's partners on PDM tools and methodologies, checking that gender equality and protection is included in the training resources.
7. Undertake and oversee regular field monitoring and evaluation visits with Sector Technical Assistants and in coordination with Sector's partners, to ensure technical compliance and timely execution of partners activities vis-à-vis approved plans and targets.
8. Support Sector Information officers to ensure timely collection of reports from all partners, checking the relevance, and consult Sector Coordinator for any deviation found in the reports vs 4W, and ensure Sector 4W tracking is updated based on the reports received.
9. Support in drafting, reviewing, and producing Sector minutes, biweekly and monthly updates, fact sheets, and relevant surveys such as the PDMs, Sector performance survey, and other surveys, products and reports related to Sector Coordination.
10. Draft and provide inputs for new project proposals and reports in which Sector Coordination is included as one of the components, development of logical frameworks and timely donor reports in compliance with key programme indicators and objectives.

## **Data and record management**

11. **Data Management and Collation** - Support to develop and enhance existing Sector data and record management tools. Set-up, implement and manage file management that will house all Sector's related record, strategies, reports, partners updates – working together Sector Information Management (IM) Officers and Technical Assistants, to ensure accurate and reliable data and information is collected, stored for both Sector and partners.
12. Perform other duties as may be assigned.

## **Required Qualifications and Experience:**

## **Education**

- Master's Degree in Social Sciences, Communication, Information Management, Graphic Design or related courses from an accredited academic institution with two years of relevant professional experience.
- University degree in the above fields or related courses with four years of relevant professional experience.

## **Experience**

- Experience and knowledge of Sector/Cluster coordination mechanisms and humanitarian coordination structure are desirable;
- Extensive knowledge of humanitarian and development programming are an advantage;
- At least four year's combined field and headquarters experience in international organizations (e.g. UN agencies, International NGOs, National NGOs, Donors, IFRC or ICRC);
- Experience in utilizing applications for field monitoring and deployment tracking software.
- Experience in creating a schedule to train partners and enumerators on use of the monitoring and evaluation system;
- Prior working experience in Nigeria and/or conflict affected complex humanitarian context is an advantage;
- Prior experience working with IOM and understanding of internal structures and functions is desirable.

## **Skills**

- Strong knowledge of reporting, monitoring and evaluation, post distribution monitoring in operations and emergency context;
- Knowledge of the Red Cross Movement, UN System, and NGO humanitarian community;
- Knowledge of CCCM, NFI and shelter-related technical guidelines, standards, and indicators;
- With strong knowledge of Microsoft Office and design programs (creative suit application);
- Advanced data analysis and reporting skills using excel, SPSS, KOBO TOOLBOX, Stata or R;
- Data visualization skills using Adobe InDesign, Tableau or Power BI;
- Strong command of English language both written and spoken;
- Advanced reporting skills.

## **Languages**

IOM's official languages are English, French and Spanish.

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (French, Spanish, Arabic, Russian or Chinese).

For all applicants, fluency in English is required (oral and written).

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

## **Notes**

Previous applicants do not need to re-apply.

<sup>1</sup> Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

## ***Required 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

- **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

- **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:** works strategically to realize the Organization's goals and communicates a clear strategic direction.

IOM's competency framework can be found at this link.

[https://www.iom.int/sites/default/files/about-iom/iom\\_revised\\_competency\\_framework\\_external.pdf](https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf)

Competencies will be assessed during a competency-based interview.

### ***Other:***

Internationally recruited professional staff are required to be mobile. Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

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

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 14 April 2022 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: [www.iom.int/recruitment](http://www.iom.int/recruitment)

***Posting period:***

From 05.04.2022 to 14.04.2022

***No Fees:***

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Requisition: CFA 2022 14 Monitoring and Reporting Officer (Sector Coordination) (UG)) Maiduguri, Nigeria (57442737) Released  
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