

issues concerning contractual matters, including drafting and reviewing research papers.

2.8 JPO – Project Support Officer – Montevideo, Uruguay

Support and contribute to the development of new programmes and projects that respond to the CO's priorities, in close coordination with programme units, relevant technical working groups and external partners, in compliance with donor's interests and requirements; Support in mainstreaming gender into existing programmes and activities, based on IOM policy on gender, as well as understanding how gender affects the types of migration undertaken. Contribute to the diversity and inclusiveness in consultations and participation in activities and addressing how migration influences gender roles and relations; Support fundraising actions by maintaining regular contact with donor relations counterparts, including facilitation and participation to the meetings and field site visits, contributing to the development, review and distribution of project funding submissions/proposals and appeals, and assisting with compiling information on donor policies and priorities; Provide technical inputs for the development and implementation of a robust monitoring, learning and reporting system to facilitate programme implementation, particularly about changing contexts, and compile and disseminate information and updates to stakeholders on progress and impact; Provide technical inputs for information requested by Headquarters, the Regional Office, other IOM Country Offices and external partners, such as donors, government, partner agencies, and implementing partners, in close coordination with project teams; Support and facilitate thematic training/workshops to government and civil society as required. Participate actively in conferences, workshops and meetings related to the thematic areas of expertise, as required; Support the coordination with different UN agencies, implementing partners and government counterparts through existing coordination platforms; Oversee appropriate data management for all programme components in accordance with IOM Data Protection Principles; Undertake project site visits, contribute to the data collection and analysis in support of project implementation and monitoring and evaluation of ongoing projects; Provide general support on project development and management to Uruguay CO in line with the IOM Project Handbook.

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3.1 JPO – Monitoring and Evaluation Officer – Dhaka, Bangladesh

Maintain and adjust the overall project/programme/strategy M&E framework in close coordination with Programme Managers and Head of MSU; Draft monthly, quarterly and/or annual project/programme/strategy reviews, participatory impact assessments, process and operations monitoring, real time, midterm and final evaluations and lessons learned workshops, while monitoring the compliance of M&E arrangements with the donor/UN/HQ requirements; Support the Monitoring and Evaluation of activities assigned to other staff to facilitate comprehensive and detailed coverage of project/programme through all stages of implementation; Collaborate with IOM Units, Implementing Partners and UNCT on both quantitative and qualitative monitoring aspects to provide relevant information for performance management and evaluations of project/programme/strategy activities for complying with regular reporting requirements; Draft regular monitoring reports to be shared with relevant stakeholders such as donors/UN agencies and coordinate with the CO's Public Information Officer with regards to utilization of M&E findings in Public Information materials. Ensure that evaluation reports are made available to the main stakeholders and donors, and are made public as per IOM Evaluation Policy; Participate to the selection of, and monitor the work of Implementing Partners that are sub-contracted to conduct surveys and studies required for monitoring and evaluating projects/programme/strategy, in line with procedural M&E and reporting guidance to be included in service providers' contracts; Review the availability and quality of existing social and economic data related to the project/programme/strategy area, the methods for collecting them and the degree to which they can provide baseline statistics and reference for project/programme/strategy monitoring and evaluation; Participate in the development of projects/programmes in the framework of CO's Strategy, Consolidated Appeal, Plans and/or Annual Report, in coordination with the operational and