

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

resource management staff. Verify that budgets include necessary resources for M&E activities, including for conducting evaluations; Keep abreast of internal framework for Monitoring, Evaluation, Accountability and Learning (MEAL) and Results Based Management (RBM) developments to ensure compliance with processes and strategies such as the Country and Regional strategies, IOM Institutional Questionnaire (IQ), IOM global M&E strategy, Strategic Results Framework (following IOM Global Vision), regional M&E planning tools and PRIMA-for-all standards; Assist in creating a knowledge repository of communication-related aspects for the organization in line with data and information collected through M&E exercises; .Assist in the preparation of any events organized by the Programme Teams and/or Country Office Support Unit (MSU).

3.2 JPO – Project Support Officer (Migration Policy) – Jakarta, Indonesia

Contribute to the work of the Programme Support Unit related to the Organization's roles in supporting technical and tailored support to the Government of Indonesia on its migration priorities articulated under its GCM National Action Plan; Support the Country Office with various migration policy matters; Maintain a knowledge management system for country migration trends and policies, including ASEAN commitments coming out of Indonesia's 2023 ASEAN Leadership, good practices etc, closely working with each of the units of the mission; Assist the Country Office in preparations and production of policy briefs, position papers, infosheets, and other products, including new emerging topics; Support strengthening of partnerships with multi stakeholders of migration and identify opportunities for joint initiatives and collaboration; Assist with the resource mobilization efforts; Prepare and create various information tools, products, presentations, etc. for the Country Office, closely working with the different Units including the Communications Unit.

3.3 JPO – Project Officer (Migrant Protection) – Yangon, Myanmar

Under the guidance of MPU Programme Manager, and in close coordination with the Migrant Protection Team, support the implementation of migrant protection program activities in Myanmar, with particular focus on IOM Myanmar's programming in conflict-affected regions, including supporting development of mechanisms and tools to promote safe migration and prevent human trafficking and increase protection and assistance for victims of human trafficking and other vulnerable migrants; In coordination with the Programme Manager, participate in the design, facilitation, and implementation of workshops and capacity building activities convened on the topics of human trafficking, assistance to vulnerable migrants, and other protection issues. This includes supporting capacity building initiatives across IOM Myanmar's various thematic areas of programming; Participate in mainstreaming migrant protection activities and addressing the needs of especially vulnerable populations throughout activities under IOM's relevant programme units (Emergency and Post-Crisis, Labour Mobility and Human Development and Migrant Health). This includes, in particular, working closely with IOM's programme units, as a protection focal point; Support efforts to collect data on trafficking trends and develop robust responses in line with IOM standards and guidelines, covering prevention and protection activities; Provide technical assistance to the Programme Manager in donor liaison and outreach, development and submission of new project proposals and budgets in the fields of human trafficking, assistance to vulnerable migrants, protection in displacement sites and/or camp like-setting, violence against women in migration process; Draft periodic and regular reports, concept notes/project proposals covering migrant protection activities; donor reports, prepare briefings, statistical/narrative reports and background information, including specific information requested by donors, national or local government, and other entities; Act as the focal point in participating in the migrant protection-related fora, such as the Human Trafficking Working Group (including fulfilling chair duties as