

#### **4.6 JPO – Information Management Officer (Public Health) – Berlin, Germany**

Contribute to the development of an action plan for the improved utilization, analysis and reporting of IOM data in health response and preparedness. Key area of focus: mapping the minimum indicator set for use in a health information system for IOMs emergency health operations; Liaise internally with IOM, specifically the IOM Displacement Tracking Matrix, GDI, IBM, GMDAC and MHD (RO and HQ level) to establish a working group with key stakeholders to explore and expand the use of data in health programming; Identify opportunities for advocacy for and use by the health sector partners, including both mobility tracking and flow monitoring data; Maintain strong contacts with colleagues, stakeholders and donors, and explore potential partnerships to expand the use of data in health sector response and research, specifically in line with the further development of the DTM data dictionary and distribution of the DTM Toolkit; Participate in the development of analytical frameworks applicable to IOM data and useful during health emergencies, with some emphasis on outbreak preparedness; Support the enhancement and development of material and guidance tools for IOM staff, and support the teams in producing documentation including presentations, with specific emphasis on public health emergencies; In coordination with MHD and DTM, engage with WHO and related entities such as WHO Hub on Pandemic and Epidemic Intelligence) to assist in development of joint workplans, especially in regard to health-related data generated from DTM. Review existing PMM tools in relation to the existing DTM methodological framework and tools to facilitate complementarity, harmonization and standardization of PMM methodologies and analysis for public health use; Optimize PMM data collection tools, methodologies and guidance package; Support the development of a PMM training package to include methodological approaches and simulation exercises and support in the development of capacity building exercises including the production of a training module to add, where appropriate to the DTM Global Training Package and MHD Health and Emergencies Training; Coordinate available PMM tools, guidance and publications; Support field operations through the provision of technical inputs and guidance on PMM, in addition to undertaking, on a needs-based approach, field assignments to support Country Office roll out of PMM and train staff on PMM methodology and tools; Facilitate the organization of webinars to ensure training on HBMM; Create a roster of trained staff available for deployment; MHD's Health Information Management Systems Task Team have identified the critical need for development of a standardized health information system to capture data relevant to health within emergency and crisis settings. There is a requirement to develop standard platforms and tools for health information management

to allow for meaningful inference, comparisons, effective analysis and monitoring. The position will practically assist in the formulation of the key indicators to be captured within primary modules for building a HIMS; Contribute to developing robust health indicator sets to map the existing operational data emergent from MHD's health programs in the domains of emergency health.

#### **4.7 JPO – Partnerships Officer – Berlin, Germany**

Maintain collaborative partnerships with all government entities that provide funding for international projects, as well as regional and international institutions; Maintain liaison with Ministries, governmental authorities, national and international institutions and relevant NGOs to coordinate ongoing programmes; Collect, analyze and present information on donor priorities and trends; Assist the CoM in developing resources mobilizing strategies and mechanisms for national programmes and projects, in coordination with DRD, the relevant HQ Departments, Regional Offices and Country Offices, and in line with IOM strategy and priorities; Assist the Regional Offices and Country Offices in fundraising activities for international programmes and projects; Support the CoM in coordinating with the Regional Offices and advising SRAs, DRD and HQ Departments on funding policies, priorities and procedures and preparing proposals and/or providing technical guidance to Regional Offices and Country Offices on the preparation of proposals for appropriate action; Supports the COM in assisting HQ, Country Offices and Regional Offices by monitoring funding received and verifying compliance of delivery with project proposals; Participate in conferences, meetings and workshops with national and international partners in close coordination with the COM.

#### **4.8 JPO – Programme Support Officer – Budapest, Hungary**

Review and assist in monitoring donor priorities and strategies for Hungary and assist with the identification of possible "new" donors including private sector donors; Support Programme/Project Managers in liaising and maintaining trustful relationship with donors and partners; Prepare reports, concept papers and strategic documents related to the ongoing and future activities of the IOM Hungary Country Office, as required; Participate in external meetings with local, national and international stakeholders, as required, including establishing and maintaining working relationships with counterparts in other organizations; Coordinate with the Regional Project Development Officer in Regional Office in Brussels and PD counterparts in IOM Country Offices in the Region to identify opportunities for new regional/ bilateral projects; Assist Head of Programme Support Unit in preparing information on migration trends, on activities undertaken in response to the refugee and migrant situation and on the gaps in the humanitarian assistance for the international and donor community, especially for the European Union and its member states; Assist Programme/Project Managers reviewing strategic documents, donor reports and other information and communication material; As required, work together with the Partnerships Officer contributing towards further improved public outreach and information about IOM and its work in Hungary; Ensure the regular review of M&E plans and tools monitoring their continued pertinence; Support the planning of timely and high-quality evaluations in accordance with the M&E plans and IOM and donor requirements and expectations, including supporting the development of Terms of Reference for internal and external evaluations; assist in the selection of internal and external evaluators and consultants; conduct appropriate internal and external dissemination of evaluation reports; Provide support to Programme/Project Managers to properly follow-up on the implementation of evaluation recommendations, including through the development of new M&E or project interventions; Contribute to the design and organization of training sessions on M&E for project staff and partners, as needed, and provide technical support to implementing partner M&E processes, including the development and implementation of M&E tools; Ensure that new project proposals include M&E components in line with the IOM and donors' requirements; Support Project/Programme Managers in fostering and instilling a culture of continuous learning including the development of appropriate tools, approaches and learning for project staff and partners (e.g. exchange forums, discussion groups, or lessons learning workshops); Assist in identifying, contracting and overseeing external firms or consultants for the implementation of surveys and studies required; Undertake field monitoring visits in coordination with the relevant Programme/Project Manager and ensure that the findings of those visits are fed back to the Programme/Project Manager and Head of Office.