



POST DESCRIPTION

JUNIOR PROFESSIONAL OFFICER

I. POSITION INFORMATION	
Position title	Monitoring, Evaluation and Reporting Officer
Position grade	P2
Duty station	Nouakchott, Mauritania
Position number	
Organizational unit	Programme Support Unit
Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position?	Country Office
Position rated on	16 January 2025 by L. KHARATYAN
Reports directly to	Programme Support Officer
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p><i>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.</i></p> <p>IOM works closely with governmental, intergovernmental and non- governmental partners to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people.. IOM has been present in Mauritania since 2006 and currently has its main office in Nouakchott and sub-offices in Bassikonou, Selibabi and Nouadhibou.</p> <p>Under the overall supervision of the Chief of Mission (CoM) and the direct supervision of the Programme Support Officer, and in coordination with senior management at IOM Mauritania Country Office (CO), the Monitoring, Evaluation and Reporting Officer will participate and support in overall reporting and monitoring and evaluation activities in of the Programme Support Unit (PSU).</p> <p>the incumbent is expected to carry out the duties in accordance with the strictest ethical standards and with due respect for gender and socio-cultural sensitivities.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none"> 1. In coordination with the Programme Support Officer and relevant Project Managers, support the review and writing of project reports and abide by other key reporting requirements, including the correct use of Project 	

<p>Information and Management Application (PRIMA).Coordinate with the Monitoring and Evaluation Assistant and support them in the timely review of the reports.</p> <ol style="list-style-type: none"> 2. Support Project Managers in compiling necessary data and documentation on project impact, results and progress. 3. 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. 4. Support regular updates of the M&E plans and tools, in consultation with all the relevant units and propose improvements where necessary. 5. Assist in creating a knowledge repository of communication-related aspects for the organization in line with data and information collected through M&E exercises. 6. Collaborate with IOM Units, the UN Resident Coordinator Office in Mauritania, and other stakeholders 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. 7. Perform such other duties as may be assigned.
IV. COACHING AND LEARNING ELEMENT
<p>As an integral part of the IOM assignment the Junior Professional Officer will:</p> <ul style="list-style-type: none"> • Gain experience in a UN Organization, including management and international cooperation activities, as well as understanding the dynamics of regional and international initiatives and working groups. • Gain experience in migration policies of the region and of relevant migration governance strategies and responses. • Acquire detailed knowledge of the EU institutions and their functioning. • Acquire in-depth knowledge of IOM operation and activities. • Be able to draft and finalize reports, concept notes and project proposals. • Gain experience in working with governmental, non-governmental and United Nations institutions. • Enhance negotiation skills in a multilateral setting.
IV. REQUIRED QUALIFICATIONS AND EXPERIENCE
EDUCATION
<ul style="list-style-type: none"> • Master's degree in Political or Social Science, Business Administration, International Relations, Law or a related field from an accredited academic institution with two years of relevant professional experience; or

<ul style="list-style-type: none"> University degree in the above fields with four years of relevant professional experience. 	
EXPERIENCE	
<ul style="list-style-type: none"> Experience in the field of migration issues, including operational and field experience; Experience in project reporting and monitoring and evaluation; and, Good knowledge of result-based management, project formulation cycle and evaluation techniques and practices. 	
SKILLS	
<ul style="list-style-type: none"> Good analytical skills, including the ability to perform a variety of conceptual analyses required for the development, implementation and evaluation of projects; Good level of computer literacy, including database applications; Good drafting ability and analytical skills, the ability to draft papers of high quality primarily in French; and, Good organizational skills and ability to abide by deadlines. 	
V. LANGUAGES	
Required (specify the required knowledge)	Desirable
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. For this position fluency in French and English is required (oral and written).	Working knowledge of Arabic and any local language (Hassaniya, Alpulaar, Soninke) is an advantage.
VI. COMPETENCIES¹	
The incumbent is expected to demonstrate the following values and competencies:	
VALUES - All IOM staff members must abide by and demonstrate these five values:	
<ul style="list-style-type: none"> <u>Inclusion and respect for diversity</u>: Respects and promotes individual and cultural differences. Encourages diversity and inclusion. <u>Integrity and transparency</u>: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct. 	

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

- Professionalism: Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected and fairly treated.

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 actions and delegated work.
- Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

SIGNATURES:

1ST LEVEL SUPERVISOR

DATE

2ND LEVEL SUPERVISOR

DATE

STAFF MEMBER

DATE