



**OPEN TO INTERNAL AND EXTERNAL CANDIDATE**

Reference No. : **VN/MZ10/2024/023**

Position Title : **MEAL (Monitoring, Evaluation, Accountability and Learning) Health Programme Assistant**

Duty Station : Maputo

Organizational Unit : Migration Health  
(MH)

Classification : **General Service, Grade: G-5**

Type of Appointment : One Year Fixed Term

Report to : National Migration Health Officer

Estimated Start Date : As soon as possible

Closing Date : **01 June 2024**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration and 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.

IOM is committed to a diverse and inclusive environment. For the purpose of this vacancy, the following internal candidates who meet the eligibility criteria are considered as first-tier candidates:

- Internal candidates in Professional and Higher Categories and National Officer (NO) Category with regular or fixed-term contracts should meet the minimum time in post requirement of 12 months, for Special Short-Term contract holders, the minimum time in post is 6 months at the time of the closing of the VN.
- There is no time in post requirement for staff members in the General Service (GS) category.

In addition, all applicants should meet eligibility requirements for languages, education and work experience requirements stipulated in the SVN.

**Context:**

The International Organization for Migration (IOM), the UN Migration Agency is a dynamic and growing inter-governmental organization, with 174 member states. IOM is committed to the principle that “humane and orderly migration benefits migrants and society”. Established in 1951 and now active in over 590 field locations worldwide, IOM works with partners, government, and civil society to promote international cooperation to address operational challenges of migration and mobility, 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 addresses the migratory phenomenon from an integral and holistic perspective, including links to development, to maximize its benefits and minimize its negative effects.

IOM's Migration Health programmes address the health needs of individual migrants as well as the public health needs of transit and host communities by assisting governmental and non-governmental partners in the development and implementation of relevant policies and programmes. IOM's Migration Health programmes address the health needs of individual migrants as well as the public health needs of host communities by assisting governmental and non-governmental partners in the development and implementation of relevant policies and programmes.

IOM measures the quality and reach of its activities and uses this information to improve its actions. This implies the implementation of IOM Mozambique's MEAL system.

Under the overall supervision of Migration Health Programme Manager, the direct supervision and technical guidance of the National Migration Health Officer, the MEAL (Monitoring, Evaluation Accountability and Learning) Health Programme Assistant will support the monitoring, evaluation and learning functions within the MHD portfolio.

### ***Responsibilities and Accountabilities***

1. Support the design and implementation of the Health Program MEAL and information management plan for effective integration and sharing of data and information for planning, monitoring, and reporting; including working with partners to share and compare data.
2. Assist in the development of the health programme MEAL annual workplans in coordination with the programme team.
3. Support the development of reports for donors, government, other UN agencies and other stakeholders.
4. Provide inputs on the use of artificial intelligence and algorithms for improving the efficiency of data management and analysis.
5. Provide inputs on the use of effective internet-based systems that can be used to upload and share data, maps, graphics – building upon existing systems in IOM.
6. Support the creation of questionnaires and surveys in both Portuguese and English to measure the quality of IOM activities.
7. Assist programme teams to develop monitoring tools, including post-distribution monitoring, satisfaction surveys, pre and post evaluations, mid-term project evaluations/ reviews, and others.
8. Support the implementation of internal assessments and management of external evaluations, including but not limited to, the revision of TORs, support to evaluate teams during visits and field work, data gathering and analysis, and reporting.
9. Assist in the implementation of accountability mechanisms within the Health Program based on the guidelines established within the MEAL system.
10. Assist in the implementation of learning components and events using data gathered, lessons learned and best practices.
11. Provide inputs on how data can be displayed in the most effective ways using specific design programs.
12. Develop and implement comprehensive fundraising strategies and plans to diversify funding streams and achieve fundraising goals.
13. Any other such duties requested by the supervisor.

### ***Required Qualifications and Experience***

## Education

- Bachelor Degree in Business Administration, Computer Science (preferable), Communications, Geodetics, International Relations, Political Science, Social Sciences or any related discipline from an accredited academic institution with at least three years of relevant working experience. or
- Minimum completed High School degree with certification in computer science with at least five years of relevant work experience.

## Experience

- Relevant knowledge and experience in the implementation of monitoring and evaluation methodologies and tools.
- Experience in communicating and working with a wide range of people, including people of culturally diverse backgrounds.
- Previous working experience in an international organization and familiarity with the IOM/UN common system or similar systems is an advantage Demonstrated experience in delivering training and capacity-building initiatives.

## Skills

- Solid computer skills, including proficiency in MS Office package (Office, Excel, Power Point, Outlook), is essential.
- Undertake duties delegated by the respective supervision, hold self-accountable in completion of assigned task and manage resources efficiently.
- Knowledge of Computerized-aided design and data analysis programs, as well as design programs such as Adobe InDesign and photoshop is a strong advantage.
- Knowledge of Health Programming is an advantage.

## Languages

Fluency in **English** and **Portuguese** both written and spoken is required.

## *Required Competencies*

The incumbent is expected to demonstrate the following values and competencies:

### **Values - All IOM staff members must abide by and demonstrate these five values:**

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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.
- **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:**

- **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.

### ***Other***

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of Education certificates, successful reference checks and security clearances.

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

Interested candidates are invited to submit their applications in **ENGLISH**, with:

- a) Cover letter, clearly specify suitability and availability date.
- b) Detailed *curriculum vitae*, including historical salary, skype user ID, phone number and minimum three referees (preferably former direct supervisors).

**IOM only accepts duly completed applications submitted through the IOM online recruitment system, through the links below:**

[View the internal job posting](#)

[View the external job posting](#)

***Only applicant who meets the above qualification will be considered.***

### ***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.

### ***Posting period:***

From 24.05.2024 to 01.06.2024