



International Organization for Migration (IOM)  
The UN Migration Agency

### Open to Internal and External Candidates

Position Title : **Senior Programme Reporting Assistant**  
Duty Station : **Cairo, Egypt**  
Classification : **General Service Staff, Grade G6**  
Type of Appointment : **Special Short Term, nine months with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Reference Code : **V-CAI/2017/21**  
Closing Date : **December 18, 2017**

Established in 1951, IOM is the leading inter-governmental organization 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. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

#### **Context:**

Under the direct supervision of the National Programme Officer at the Labour Mobility and Human Development (LHD) Division, and the overall guidance of the Programme Manager of the LHD Division, the incumbent will support the design and implementation of IOM Egypt interventions and projects aimed at strengthening the resilience of, dialogue and social cohesion between, and socio-economic empowerment and livelihood interventions for migrant and host communities in Egypt, specifically – but not limited to, within the framework of the Regional Development and Protection Programme (RDPP).

#### **Core Functions / Responsibilities:**

In particular, the Incumbent will be responsible for the following tasks:

1. Coordinate with the LHD National Programme Officer the planning of all interventions aimed at:
2. Enhancing access to qualitative services for migrants and host communities in Egypt;
3. Re-enforcing referral and information services to migrants;

4. Developing, implementing and supporting social cohesion initiatives among migrant and host communities;
5. Jointly improving the socioeconomic situation of migrant and host communities including but not limited to livelihood initiatives, addressing weak or strained services and infrastructure;
6. Strengthening capacity building and coordination of local authorities, CSOs and other relevant stakeholders;
7. Undertake weekly update of the detailed work plan of interventions within the framework of RDPP and other projects as assigned;
8. Participate in the development of a monitoring and evaluation (M&E) plan, which would include a) methodology and list of appropriate indicators as well as necessary tools for monitoring (interviews, focus group discussions, observations, etc) and reporting templates; b) profile of beneficiaries and stakeholders to be reached out to; c) schedule of field visits to monitor the implementation of each intervention. Upon approval of the plan by the LHD National Programme Officer, strictly follow the implementation of the work schedule and its methodology;
9. Collect and analyze data and information and draft monitoring reports on each implemented intervention within the framework of RDPP, and a final consolidated internal evaluation report, highlighting achievements, obstacles and response actions, as well as synergies created;
10. Draft donor reports in close coordination with the LHD National Programme Officer;
11. Share regular updates and relevant information with the IOM Egypt Coordination Unit to increase the visibility of IOM Egypt in strengthening the resilience of migrant and hosting communities in Egypt;
12. Inform and advise the LHD National Programme Officer and relevant LHD staff members on effective methodologies and tools for the implementation of specific interventions in line with initially set objectives; support the LHD National Programme Officer in designing the process of implementation for each intervention and response actions in case of obstacles;
13. Identify areas where capacity building interventions for relevant central and local government authorities and non-governmental agencies, in particular with respect to data collection, analysis and services aimed at strengthening the resilience of migrant and hosting communities in Egypt, and proposed actions to the LHD National Programme Officer;
14. Contribute to IOM research on strengthening the resilience of migrant and hosting communities, as guided by the LHD National Programme Officer;
15. Assist the National Programme Officer in constantly preparing correspondence and communications, in Arabic and English with IOM partners;
16. Undertake duty travels as required in Egypt, including regular field and site visits to monitor and report on progress of activities and support in developing new project activities and complementary components as required;
17. Perform other duties as assigned by LHD National Programme Officer.

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

- Complete university degree from an accredited academic in Political or Social Sciences, Development Studies, Human Rights, International Relations or Law, or other relevant field;
- Post graduate studies in any of these fields would be a distinct advantage;
- Four years of working experience in the field of migration a minimum, preferably with a focus on strengthening the resilience of migrant and host communities in Egypt;
- Very good knowledge of M&E tools and previous experience in conducting M&E;
- Very good reporting skills;
- Previous project coordination/management is an asset;
- Very Good reporting skills is an asset;
- Experience in working with governmental authorities;
- Excellent capacities in word processing and drafting in English and Arabic in particular.

## ***Languages***

Thorough knowledge of **English** and **Arabic** is required.

## ***Required Competencies***

The incumbent is expected to demonstrate the following competencies:

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM ( optional depending on position level)

## ***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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

***How to apply:***

Interested candidates are invited to submit their **application** and **cover letter** not later than **Monday, the 18<sup>th</sup> of December 2017, at 17:00 O'clock, Cairo time** on [www.egypt.iom.int](http://www.egypt.iom.int)

In addition, please note that only the applications which would have been duly done, and which would have been submitted and received through IOM website within the announced time frame would be valid & considered for the announced vacancy.

Kindly note that for efficiency reasons, only shortlisted candidates will be contacted.