



**EUROPEAN UNION BORDER ASSISTANCE
MISSION TO MOLDOVA AND UKRAINE
(EUBAM)**



The International Organisation for Migration (IOM) is looking for **Planning, Monitoring and Evaluation Specialist** within European Union Border Assistance Mission to Moldova and Ukraine (EUBAM), according to the Terms of Reference below, to start on **1 December 2023**.

Position Title: **Planning, Monitoring and Evaluation Specialist**

Duty Station: **HQ, Odesa, Ukraine**

Type of Appointment: **Service Contract**

Expected duration of assignment: **1 December 2023 – 30 November 2024, with possibility of extension**

Job type: **Full-time**

Organizational unit: **Planning, Analysis and Coordination Office (PACO)**

Closing Date: **07 November 2023**

Subscriber monthly fee: **EUR 1820**

Core Functions/Responsibilities:

Under the guidance and direct supervision of the Planning, Analysis and Coordination Officer and under overall supervision of the Head of the Planning, Analysis and Coordination Office (PACO) the incumbent contributes to the smooth operation of the European Union Border Assistance Mission (EUBAM) in Ukraine and to the implementation of EUBAM's key objectives through planning, monitoring and evaluation. The Planning, Monitoring and Evaluation Specialist works in close collaboration with the National Finance Officer, National Administrative/Human Resources Officer and National Procurement and Logistics Officer of the EUBAM Administration for effective achievement of results, contributing to drafting related policy documents and regular reporting. The incumbent is expected to exercise full compliance with IOM programming, financial, procurement and administrative rules, regulations, policies, and strategies, as well as implementation of the effective internal control systems.

Specific Functions:

1. Monitor and evaluate operational running of the project by means of following IOM and EC established operational rules and procedures, contribute to development of concept papers and strategies of PACO. Lead on the identification of monitoring & evaluation issues, challenges, and risks, and contribute to seeking constructive solutions, report to senior management; initiate other ad hoc planning, monitoring & evaluation and analysis initiatives as requested;
2. Participate in the planning of EUBAM activities and tasks through supporting the Head on PACO and PACO Officer in planning framework and by finetuning the planning documents upon a solid draft;
3. Contribute to design and running the PACO and Mission's result-based management mechanism/model for tracking progress in implementation of the EUBAM Action Plan activities towards targets and to evaluating the intermediary and final results in accordance with Logical framework;



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4. Support PACO and other EUBAM units in implementation of EUBAM operational activities and specific tasks under the Action Plan, as well as in reporting and advising on the relevant technical matters, tactical methods; contribute to and participate in internal and external meetings related to the implementation of the Action Plan; facilitate the communication and coordinate implementation of activities under Action Plan with national and international partners through regular consultations;
5. Identify informational needs for implementation of the EUBAM Action Plan. Develop user-friendly protocols for data collection, management, presentation, analysis, reporting. Manage large amounts of information and scope of statistics: checking, verifying, compiling, processing and analyzing; draft analytical overviews.
6. Review, analyze, edit and proofread documents of various analytical scope: operational, economic/trade/customs, customs/border risks, political, conceptual etc., operational reports/concepts/plans, special reports, and briefings towards EUBAM standards and in conformity with specific targets of the tasks;
7. Contribute to drafting Mission's reports on progress achieved in the implementation of EUBAM Action Plan such as monthly, annual, ad-hoc, ABM Activity reports, narrative progress according to the General Conditions in a timely and quality manner based on existing internal EUBAM guidelines;
8. Provide logistical support (travel arrangements, including visas, tickets, etc.) as related to the PACO activities and facilitate the process of procurement and delivery of goods and services;
9. Ensure due care of premises, equipment, vehicles (including their spare parts, consumables, keys etc.), supplies and other property that is entrusted to him/her;
10. Perform such other duties as may be assigned.

Recruitment Qualifications:

- University degree in philology, economics, finance, law, public administration, international relations or other related fields from an accredited academic institution;
- Six years of experience in the relevant field in border (border guard/customs)-related, law-enforcement, management/economy projects are required;
- Previous experience in an international organization, donor organization, consulting company or NGO in research, project administration, project development, and implementation fields is a very strong advantage;
- Sound knowledge of organizing and coordinating results-oriented strategic and thematic monitoring and evaluations. Knowledge of evaluation methods tools and approaches (including quantitative, qualitative and participatory) will be a strong advantage;
- Proven experience in conducting complex programme/project evaluations and in preparing and reviewing project progress and final report;
- Good analytical skills, ability to interpret information, identify and analyze problems, ability to evaluate concepts and procedures;
- Good technical skills in measurement and evaluation, including grasp of methodological and operational dimensions and the ability to link institutional and country level issues;
- Experience in using data collection methods, reviewing, analysing and summarizing assessments and evaluation findings;
- Demonstrated ability to conceptualize issues and to exercise initiative and independence in analysis;
- Practical knowledge of data visualization techniques;



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- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages;
 - Fluency in both oral and written English and Ukrainian is a must;
 - Ability to work with people of different nationalities, religions, and cultural backgrounds;
 - Demonstrated gender awareness and sensitivity, and ability to integrate a gender perspective into tasks and activities.

NOTES:

Email your IOM Personal History form (<http://eubam.org/wp-content/uploads/2016/05/Personal-History-Form.xls>) and cover letter in English to the following email address vacancies_ukraine@eubam.org. Please accurately submit all tabs in PHF.

Please indicate the position you are applying for in the subject line of your message.

Female candidates are strongly encouraged to apply.

Closing date for applications **07 November 2023**; however, interested candidates are strongly encouraged to apply sooner.

Only pre-selected candidates will be contacted for an interview.

Appointment is subject to funding confirmation.

The candidates who applied for this position earlier in September-October 2023 will be considered automatically, there is no need to re-apply.