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**Job Description**

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| **Position:** | Monitoring & Evaluation Assistant |
| **Reports to:** | Project Manager |
| **Location:** | Babil, Mahawil district |
| **Duration:** | 01 January 2022 – 30 April 2022 |
| **Start date:** | 01 January 2022 |
| **Deadline for Submission** | 22 December 2021 |

1. **Overview**

**Background;**

OROKOM has been operating in Iraq since 2009, to respond to the needs of the most vulnerable people affected by ongoing conflict in Iraq. OROKOM has a country office in Baghdad, and area offices in Wassit, Anbar and Basra. OROKOM national program strategy for 2018-2020 is to empower the communities in all governorates of Iraq and assist the vulnerable and affected groups to re-integrate with the community through focusing on Education, Agriculture, Income Generation, WASH and shelter interventions, Security Sector and Social Cohesion and social assistance. OROKOM’s target population will be new underserved communities and locations, with a focus on IDPs returning to destroyed and disrupted communities unable to reintegrate due to insecurity and responding to short-term displacement as a result of localized conflict and asymmetric attacks.

**Purpose of the Role:**

The key position of the Monitoring and Evaluation Assistant within the organization under the direct line management of the Projects Manager who is based in Baghdad. The position is responsible for guiding the overall monitoring and evaluation of related activities in consultation with the relevant project staff within the project areas. The tools, methods and standards will be established in consultation with the Projects Manager based in Baghdad.

**Responsibilities**

* **Key Responsibilities**
* Strengthen monitoring and evaluation procedures and systems with support from the Projects Manager.
* Organize and ensure implementation of standard OROKOM M&E policies and procedures.
* Developing a Monitoring and Evaluation plan
* Helping determine performance and impact indicators and targets
* Day-to-Day Monitoring and Evaluation Active
* Implementing monitoring systems and designing monitoring tools
* Developing data collection tools
* Training field staff in monitoring and evaluation processes and providing ongoing coaching

**Qualifications**

* **Job and person specifications**
* A university degree in Social Science, Political Science, Business Administration, Economics, Management, or Equivalent
* At least one year of experience working in warehousing management.
* Good experience in the usage of computers and office software packages (MS Word, Excel, outlook).
* Excellent interpersonal and communication skills
* Ability to work under pressure.
* Self-motivation, strong team spirit, and leadership skills.

**Notes:**

* The post will be for (4) four months contract duration with possibility of extension- subject to funds and satisfactory performance.
* Duty Station:  Babil, Mahawil district & Baghdad, Iraq
* Female candidates are strongly encouraged to apply
* Attach your updated CV in English (recommended length 1-4 pages)
* Only short-listed candidates will be contacted.
* The completed CV should be sent no later than 22 December 2021 and to the following emails

[ali.salem@orokom.org](mailto:ali.salem@orokom.org)

[director@orokom.org](mailto:director@orokom.org)

* This position has been advertised on the following website and social media: <https://orokom.org/> and <https://www.facebook.com/Orokom.iq/>